



REPUBLIC OF THE PHILIPPINES
QUEZON CITY GOVERNMENT
BIDS AND AWARDS COMMITTEE –
GOODS AND SERVICES



PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of Food Supplies for Year 2022 (Early Procurement Activity)

PROJECT NO. SSDD-22-FS-011

Government of the Republic of the Philippines

**Sixth Edition
July 2020**

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.

- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency

which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



QUEZON CITY GOVERNMENT
BAC – GOODS AND SERVICES



November 25, 2021

INVITATION TO BID

ITEM NO.	P.R. / PROJECT NO.	OFFICE	PROJECT NAME	AMOUNT	SOURCE OF FUND	DELIVERY PERIOD
1	SSDD-22-FS-011	SOCIAL SERVICES DEVELOPMENT DEPARTMENT	LINE 1: FOOD SUPPLIES FOR OPERATIONALIZATION OF PROCESSING CENTER, BAHAY ARUGA AND BAHAY KALINGA FOR CHILDREN FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 9,516,863.86	GF	1 YEAR
		SOCIAL SERVICES DEVELOPMENT DEPARTMENT	LINE 2: FOOD SUPPLIES FOR MOLAVE YOUTH HOME AND RECEPTION AND ACTION CENTER FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 17,922,677.20	GF	11 MONTHS
2	SSDD-22-FALA-037	SOCIAL SERVICES DEVELOPMENT DEPARTMENT	COOKING GAS (REFILL) FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 1,793,400.00	GF	1 YEAR
3	SDO-22-SERVICES-022	SCHOOLS DIVISION OFFICE	LINE 1: DATA SUBSCRIPTION (10GB DATA ALLOCATION: 8GB OPEN ACCESS DATA AND 2 GB FOR GOOGLE SUITE) FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 56,577,088.00	SEF	4 MONTHS
		SCHOOLS DIVISION OFFICE	LINE 2: DATA SUBSCRIPTION (10GB DATA ALLOCATION: 2GB ACCESS CAP TO YOUTUBE AND FACEBOOK) FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 131,258,700.00	SEF	6 MONTHS
		SCHOOLS DIVISION OFFICE	LINE 3: 20 MBPS FIBER OPTIC DIRECT INTERNET ACCESS FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 38,400,000.00	SEF	1 YEAR
4	SDO-22-SECURITY-021	SCHOOLS DIVISION OFFICE	SECURITY SERVICES FOR SCHOOLS DIVISION OFFICE FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 151,360,356.00	SEF	1 YEAR
5	SDO-22-JANITORIAL-020	SCHOOLS DIVISION OFFICE	JANITORIAL SERVICES FOR SCHOOLS DIVISION OFFICE FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 108,211,480.15	SEF	1 YEAR
6	QCDTRC (TAHANAN)-22-FS-018	QUEZON CITY DRUG TREATMENT AND REHABILITATION CENTER (TAHANAN)	SUPPLY AND DELIVERY OF FOOD SUPPLIES (MARKETING) FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 16,875,743.15	GF	1 YEAR
7	QCGH-22-JANITORIAL-029	QUEZON CITY GENERAL HOSPITAL	JANITORIAL SERVICES FOR QCGH FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 15,814,771.30	GF	1 YEAR
8	QCGH-22-PCS-028	QUEZON CITY GENERAL HOSPITAL	PROCUREMENT FOR STRUCTURAL PEST MANAGEMENT PROGRAM (SPMP) FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 1,900,000.00	GF	1 YEAR
9	DSCWQC-22-WMR-033	DEPARTMENT OF SANITATION AND CLEANUP WORKS OF QUEZON CITY	COLLECTION OF SPECIAL WASTE AND DISPOSAL SERVICES FOR QUEZON CITY HOSPITALS AND OTHERS FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 77,992,018.40	GF	1 YEAR
10	DSCWQC-22-SERVICES-034	DEPARTMENT OF SANITATION AND CLEANUP WORKS OF QUEZON CITY	SANITATION AND DISINFECTION OF CITY IDENTIFIED FACILITIES FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 167,681,839.50	GF	1 YEAR

11	DSCWQC-22-SERVICES-031	DEPARTMENT OF SANITATION AND CLEANUP WORKS OF QUEZON CITY	FACILITIES SANITATION AND LAUNDRY SERVICES FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 23,868,431.00	GF	1 YEAR
12	DSCWQC-22-SERVICES-032-	DEPARTMENT OF SANITATION AND CLEANUP WORKS OF QUEZON CITY	DISASTER RELIEF AND CLEAN-UP SUPPORT OPERATIONS PROJECT FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 45,975,988.20	GF	1 YEAR
13	MDAD-22-CCP-035	MARKET DEVELOPMENT AND ADMINISTRATION DEPARTMENT	PROCUREMENT OF PEST CONTROL SOLUTION AND OTHERS FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 7,379,997.76	GF	30 CD
14	CGSD-22-SERVICES-038	CITY GENERAL SERVICES DEPARTMENT	TERMITE TREATMENT AND OTHER RELATED PEST CONTROL SERVICES OF QUEZON CITY HALL BUILDINGS AND COMPOUND FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 2,073,292.20	GF	1 YEAR
15	CGSD-22-SERVICES-039	CITY GENERAL SERVICES DEPARTMENT	MAINTENANCE AND SERVICE OF ELEVATORS IN VARIOUS QUEZON CITY GOVERNMENT BUILDINGS FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 5,773,698.00	GF	1 YEAR
16	CGSD-22-SERVICES-040	CITY GENERAL SERVICES DEPARTMENT	QUARTERLY PREVENTIVE MAINTENANCE OF GENERATOR SETS WITHIN THE QUEZON CITY HALL COMPOUND AND UNDERPASSES FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 2,285,345.08	GF	1 YEAR
17	CGSD-22-SECURITY-041	CITY GENERAL SERVICES DEPARTMENT (MDAD)	SECURITY SERVICES PACKAGE V FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 26,369,400.00	GF	1 YEAR
18	CGSD-22-SERVICES-050	CITY GENERAL SERVICES DEPARTMENT	OPERATION AND PREVENTIVE MAINTENANCE SERVICE OF THE QUEZON CITY HALL LAGOON FOUNTAIN	P 580,800.00	GF	1 YEAR
19	CGSD-22-JANITORIAL-005	CITY GENERAL SERVICES DEPARTMENT	JANITORIAL SERVICES FOR QUEZON CITY HALL COMPLEX / QCU CAMPUSES / KORPHIL / QC UNDERPASSES / QUEZON MEMORIAL CIRCLE / QCX MUSEUM FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 68,436,567.80	GF	1 YEAR
20	CGSD-22-JANITORIAL-006	CITY GENERAL SERVICES DEPARTMENT	JANITORIAL SERVICES FOR VARIOUS MEDICAL AND HEALTH FACILITIES LOCATED AT DIFFERENT AREAS OF QUEZON CITY FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 68,879,549.55	GF	1 YEAR
21	RMBGH-22-MLSI-026	ROSARIO MACLANG BAUTISTA GENERAL HOSPITAL	MEDICAL OXYGEN REFILL AND OTHERS FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 6,474,056.00	GF	1 YEAR
22	RMBGH-22-PCS-027	ROSARIO MACLANG BAUTISTA GENERAL HOSPITAL	PEST CONTROL SERVICES FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 1,550,000.00	GF	1 YEAR
23	RMBGH-22-JANITORIAL-007	ROSARIO MACLANG BAUTISTA GENERAL HOSPITAL	JANITORIAL SERVICES FOR ROSARIO MACLANG BAUTISTA GENERAL HOSPITAL FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 11,999,998.25	GF	1 YEAR
24	RMBGH-22-MLSI-025	ROSARIO MACLANG BAUTISTA GENERAL HOSPITAL	MEDICAL SUPPLIES AND OTHERS FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 7,477,056.00	GF	30 CD
25	CAO-22-SERVICES-042	CITY ADMINISTRATOR'S OFFICE	QUEZON CITY BUS AUGMENTATION PROGRAM: ROUTE 1 QUEZON CITY HALL TO CUBAO (VICE VERSA)	P 25,423,118.00	GF	1 YEAR

		CITY ADMINISTRATOR’S OFFICE	QUEZON CITY BUS AUGMENTATION PROGRAM: ROUTE 2 QUEZON CITY HALL TO LITEX (VICE VERSA) FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 73,268,187.00	GF	1 YEAR
		CITY ADMINISTRATOR’S OFFICE	QUEZON CITY BUS AUGMENTATION PROGRAM: ROUTE 3 WELCOME ROTONDA TO AURORA BLVD. (VICE VERSA) FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 19,229,660.00	GF	1 YEAR
		CITY ADMINISTRATOR’S OFFICE	QUEZON CITY BUS AUGMENTATION PROGRAM: ROUTE 4 QUEZON CITY HALL TO GEN. LUIS (VICE VERSA) FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 67,542,270.00	GF	1 YEAR
		CITY ADMINISTRATOR’S OFFICE	QUEZON CITY BUS AUGMENTATION PROGRAM: ROUTE 5 QUEZON CITY HALL TO QUIRINO HIGHWAY (VICE VERSA) FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 29,748,796.00	GF	1 YEAR
		CITY ADMINISTRATOR’S OFFICE	QUEZON CITY BUS AUGMENTATION PROGRAM: ROUTE 6 QUEZON CITY HALL TO GILMORE (VICE VERSA) FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 17,712,086.00	GF	1 YEAR
		CITY ADMINISTRATOR’S OFFICE	QUEZON CITY BUS AUGMENTATION PROGRAM: ROUTE 7 QUEZON CITY HALL TO ORTIGAS AVE. EXT. (VICE VERSA) FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 25,995,676.00	GF	1 YEAR
		CITY ADMINISTRATOR’S OFFICE	QUEZON CITY BUS AUGMENTATION PROGRAM: ROUTE 8 QUEZON CITY HALL TO MUÑOZ (IKOT) FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 27,831,352.00	GF	1 YEAR
26	CAO-22-FALA-045	CITY ADMINISTRATOR’S OFFICE	PROCUREMENT OF FLEET CARD SYSTEM FOR THE PROVISION OF FUEL, OIL, LUBRICANTS AND OTHER RELATED SERVICES FOR THE SERVICE MOTOR VEHICLES AND OTHER EQUIPMENT OF THE QUEZON CITY GOVERNMENT FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 170,000,000.00	GF	1 YEAR
27	CAO-22-IT-048	CITY ADMINISTRATOR’S OFFICE (BUSINESS PERMITS AND LICENSING DEPARTMENT)	SUPPLY, TESTING AND COMMISSIONING OF OCCUPATIONAL PERMIT SYSTEM ENHANCEMENT (OPSE) FOR THE QUEZON CITY BUSINESS PERMITS AND LICENSING DEPARTMENT FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 12,800,000.00	GF	30 CD
28	BPLD-22-SERVICES-036	BUSINESS PERMITS AND LICENSING DEPARTMENT	ENGAGEMENT OF COURIER SERVICES FOR THE DELIVERY OF DOCUMENTS LINKED TO THE AUTOMATED DOCUMENT DELIVERY SYSTEM OF THE BUSINESS PERMITS AND LICENSING DEPARTMENT OF QUEZON CITY FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 11,700,000.00	GF	1 YEAR
29	BPLD-22-IT-047	BUSINESS PERMITS AND LICENSING DEPARTMENT	SUPPLY, TESTING AND COMMISSIONING OF AUTOMATED INSPECTION AND AUDIT SYSTEM PHASE 2 FOR BUSINESS PERMITS AND LICENSING DEPARTMENT, QUEZON CITY FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 13,500,000.00	GF	30 CD
30	NDH-22-JANITORIAL-014	NOVALICHES DISTRICT HOSPITAL	JANITORIAL SERVICES FOR NOVALICHES DISTRICT HOSPITAL FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 8,995,311.81	GF	1 YEAR
31	CTO-22-BEV-049	CITY TREASURER’S OFFICE	SUPPLIES FOR COFFEE VENDING MACHINE FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 2,520,000.00	GF	1 YEAR

32	JAIL-22-FS-043	QUEZON CITY JAIL	FOOD SUPPLIES FOR FEMALE DORMITORY FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 9,068,625.00	GF	1 YEAR
33	JAIL-22-FS-044	QUEZON CITY JAIL	FOOD SUPPLIES FOR MALE DORMITORY FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 24,518,875.00	GF	1 YEAR
34	HEALTH*22-SERVICES-051	QUEZON CITY HEALTH DEPARTMENT	BIOMEDICAL WASTE DISPOSAL FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	P 1,206,000.00	GF	1 YEAR

1. The **QUEZON CITY LOCAL GOVERNMENT**, through the proposed Local Expenditure Program of 2022 intends to apply the sums stated above being the ABC to payments under the contract for *the above stated projects/Purchase Request numbers of contract for each lot/item*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **QUEZON CITY LOCAL GOVERNMENT** now invites bids for **Various Projects**. Delivery of the Goods is required *as stated above*. Bidders should have completed, within ***the last three (3) years*** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
 - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from **QUEZON CITY GOVERNMENT Bids and Awards Committee (BAC) Secretariat** and inspect the Bidding Documents at the address given below during ***weekdays from 8:00 a.m. – 5:00 p.m.***
5. A complete set of Bidding Documents may be acquired by interested Bidders on ***Friday, November 26, 2021*** from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person*.

STANDARD RATES:

Approved Budget for the Contract	Maximum Cost of Bidding Documents (in Philippine Peso)
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million up to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00
More than 50 Million up to 500 Million	50,000.00
More than 500 Million	75,000.00

The following are the requirements for purchase of Bidding Documents;

1. PhilGEPS Registration Certificate (Platinum – 3 pages)
2. Document Request List (DRL)
3. Authorization to Purchase Bidding Documents
 - 3.1 Corporate Secretary Certificate for corporation (specific for the project)
 - 3.2 Special Power of Attorney for single proprietorship (specific for the project)
4. Notarized Joint Venture Agreement (as applicable)
6. The **Quezon City Local Government** will hold a Pre-Bid Conference on 10:00 A.M. of **Friday, December 3, 2021** at **2nd Floor, Procurement Department-Bidding Room, Finance Building**,

Quezon City Hall Compound, and/or through video conferencing *via Zoom* which shall be open to prospective bidders.

Topic: BAC-GOODS Pre Bid Conference Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/84835002246?pwd=OVRuVE0weXZMNXYwZG5LaWdldXk1QT09>

Meeting ID: 848 3500 2246

Passcode: 154733

7. Bids must be duly received by the BAC Secretariat through manual submission at the 2nd Floor, Procurement Department, Finance Building, Quezon City Hall Compound on or before 10:00 A.M. of **Thursday, December 16, 2021**. Late bids shall not be accepted.

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.

9. Bid opening shall be on 10:30 A.M. of **Thursday, December 16, 2021** at the given address below and/or via Zoom. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

Topic: BAC-GOODS & SERVICES BIDDING

Join Zoom Meeting

<https://us02web.zoom.us/j/85850855933?pwd=R2dZUUp4Z3lyU29iZGVlWmdKRjZCdz09>

Meeting ID: 858 5085 5933

Passcode: 118682

10. The ***Quezon City Local Government*** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

ATTY. DOMINIC B. GARCIA

OIC, Procurement Department

2nd Floor, Procurement Department,

Finance Building, Quezon City Hall Compound

Elliptical Road, Barangay Central Diliman, Quezon City.

Email Add: bacgoods.procurement@quezoncity.gov.ph

Tel. No. (02)8988-4242 loc. 8506/8710

Website: www.quezoncity.gov.ph

12. You may visit the following websites:

For downloading of Bidding Documents: www.quezoncity.gov.ph

By:

(Sgd) ROWENA T. MACATAO

Chairperson, QC-BAC-Goods and Services

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Procuring Entity, **Quezon City Local Government** *wishes* to receive Bids for the **PROCUREMENT OF FOOD SUPPLIES FOR YEAR 2022 (Early Procurement Activity)** with identification number **SSDD-22-FS-011**.

[Note: The Project Identification Number is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.]

The Procurement Project (referred to herein as “Project”) is composed of **Two (2) Line items**, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **2022** in the amount of **TWENTY SEVEN MILLION FOUR HUNDRED THIRTY NINE THOUSAND FIVE HUNDRED FORTY ONE PESOS AND 06/100 ONLY (PHP27,439,541.06)**.

2.2. The source of funding is:

c. LGUs, the proposed Local Expenditure Program

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
 - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
 - a. For the procurement of Non-Expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

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

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through videoconferencing as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *the last three (3) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an Apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

- a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.
- b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in:

- a. Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security *in no case shall exceed One Hundred Twenty (120) calendar days from the date of opening of bids, unless duly extended by the bidder upon the request of the Head of the Procuring Entity (HoPE) of the Quezon City Local Government*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

¹ In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

16.1. The Bidders shall submit on the specified date and time through manual submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

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

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be

sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

- 19.4. The Project shall be awarded as follows:

One Project having several items that shall be awarded as one contract.

- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause													
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. A single contract similar to <i>the item/s to be bid</i> and must be at least <i>Fifty Percent (50%)</i> of the ABC.</p> <p>b. Completed within the last three (3) years prior to the deadline for the submission and receipt of bids substantially in a FORM prescribed by the QC-BAC-GOODS AND SERVICES, must be accompanied by a copy of Certificate of Acceptance by the end-user or Official Receipt (O.R) or Sales Invoice (S.I.) issued for the Contract.</p>												
7.1	Subcontracting is not allowed.												
12	The price of the Goods shall be quoted DDP <i>within Quezon City</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.												
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>LINE 1: PROCUREMENT OF FOOD SUPPLIES FOR OPERATIONALIZATION OF PROCESSING CENTER, BAHAY ARUGA AND BAHAY KALINGA FOR CHILDREN FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)</p> <p>a. The amount of not less than Php190,337.28 or equivalent to two percent (2%) of ABC if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than Php475,843.19 or equivalent to five percent (5%) of ABC if bid security is in Surety Bond.</p> <p>LINE 2: PROCUREMENT OF FOOD SUPPLIES FOR MOLAVE YOUTH HOME AND RECEPTION AND ACTIONCENTER FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)</p> <p>a. The amount of not less than Php358,453.54 or equivalent to two percent (2%) of ABC if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than Php896,133.86 or equivalent to five percent (5%) of ABC if bid security is in Surety Bond.</p>												
19.3	<table><tr><th>DESCRIPTION</th><th>QTY</th><th>UOM</th><th>ABC</th></tr><tr><td>LINE 1: PROCUREMENT OF FOOD SUPPLIES FOR OPERATIONALIZATION OF PROCESSING CENTER, BAHAY ARUGA AND BAHAY KALINGA FOR CHILDREN FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)</td><td>1</td><td>lot</td><td>P 9,516,863.86</td></tr><tr><td>LINE 2: PROCUREMENT OF FOOD SUPPLIES FOR MOLAVE YOUTH HOME AND RECEPTION AND ACTION CENTER FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)</td><td>1</td><td>lot</td><td>P 17,922,677.20</td></tr></table>	DESCRIPTION	QTY	UOM	ABC	LINE 1: PROCUREMENT OF FOOD SUPPLIES FOR OPERATIONALIZATION OF PROCESSING CENTER, BAHAY ARUGA AND BAHAY KALINGA FOR CHILDREN FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	1	lot	P 9,516,863.86	LINE 2: PROCUREMENT OF FOOD SUPPLIES FOR MOLAVE YOUTH HOME AND RECEPTION AND ACTION CENTER FOR YEAR 2022 (EARLY PROCUREMENT ACTIVITY)	1	lot	P 17,922,677.20
DESCRIPTION	QTY	UOM	ABC										
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20.2	List of required licenses and permits relevant to the Project and the corresponding law requiring it. • No additional requirement
21.2	Additional required documents relevant to the Project that are required by existing laws and/or the Procuring Entity. • Notarized Affidavit of Undertaking stating compliance to Executive Order No. 16, Series of 2021 Establishing the Quezon City Healthy Food Procurement Policy

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

5. Warranty

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

- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

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

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: <i>Select appropriate requirements and delete the rest.</i></p> <ul style="list-style-type: none"> a.performance or supervision of on-site assembly and/or start-up of the supplied Goods; b.furnishing of tools required for assembly and/or maintenance of the supplied Goods; c.furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d.performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
	<ul style="list-style-type: none"> e.training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. f. <i>[Specify additional incidental service requirements, as needed.]</i> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>

	<p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ul style="list-style-type: none">a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; andb. in the event of termination of production of the spare parts:<ul style="list-style-type: none">i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; andii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested. <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the cost thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <i>[indicate here the time period specified. If not used indicate a time period of three times the warranty period]</i>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <i>[insert appropriate time period]</i> months of placing the order.</p>
	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier</p>

	<p>Contract Description</p> <p>Final Destination</p> <p>Gross weight</p> <p>Any special lifting instructions</p> <p>Any special handling instructions</p> <p>Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p><i>[If partial payment is allowed, state]</i> “The terms of payment shall be as follows: _____.”</p>
4	<p>The inspections and tests that will be conducted are: <i>Product Presentation/Demonstration/Site Inspection, if applicable.</i></p>

Section VI. Schedule of Requirements

PROJECT NAME: LINE 1: PROCUREMENT OF FOOD SUPPLIES FOR
OPERATIONALIZATION OF PROCESSING CENTER, BAHAY ARUGA AND
BAHAY KALINGA FOR CHILDREN FOR YEAR 2022
(EARLY PROCUREMENT ACTIVITY)
PROJECT NUMBER: SSDD-22-FS-011

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Unit of Issue	Quantity	Delivered, Weeks / Months
1.	Rice, 50 kilos/sack, good quality, long grain	sack	868	Upon request by the End User until December 31, 2022
2.	Adobo Tuna, 150 gms	can	100	
3.	Asado Tuna, 150 gms	can	100	
4.	Bicol Express. 150 gms	can	100	
5.	Corn in can, 425 grams/can	can	120	
6.	Corned beef 150 gms	can	100	
7.	Corned Tuna, 180 gms	can	100	
8.	Fruit cocktail 1.8 kilo grams	can	13	
9.	Liver Spread, 85 g.	can	15	
10.	Mechado, 150 gms	can	100	
11.	Pineapple chunks, 836g/can	can	70	
12.	Pork & Beans, 230 grams	can	595	
13.	Tuna Flakes, 175 g.	can	600	
14.	Alamang, high grade	kilo	115	
15.	Atsuete, Food coloring, 50g/pack	pack	115	
16.	Black pepper, whole grain	kilo	137	
17.	Broth Cubes, regardless of flavor 6's/box	box	130	
18.	Catsup, any flavor, 1 kilo/gallon	gal.	140	
19.	Curry powder, seasoning 40g/pouch	pouch	100	
20.	Ground pepper	kilo	100	
21.	Iodized salt, 1 kilo	kilo	230	
22.	Oyster Sauce, 14 oz./ bottle	bottle	120	
23.	Patis, branded, 1 liter	gallon	221	
24.	Sinigang na Sampaloc Mix, powder, 40g/pack	pack	340	
25.	Soy Sauce, gallon, 4L, branded	gal.	210	
26.	Spaghetti sauce	kilo	50	
27.	Tomato Sauce, 1 kilo/pouch	pouch	260	
28.	Vanilla Extract, 60ml	bottle	20	
29.	Vinegar, gallon, 4Liter/gallon	gallon	210	
30.	Bihon Noodles, 500g/pack	pack	420	
31.	Canton Noodles, per kilo	kilo	250	
32.	Cooking oil, vegetbale oil, 1 liter	gallon	1,446	
33.	Macaroni, Elbow, good quality, 1 kilo/pack	kilo	410	
34.	Sotanghon noodles, 1000g per pack	pack	460	
35.	Spaghetti noodles, 1 kilo	kilo	280	
36.	Evaporated Milk, 370 ml./can	can	404	
37.	Egg. 30s/tray	tray	1,212	
38.	Powdered Milk, powdered, 330g/pack	pack	786	
39.	Milk Infant Powder (0-6 months), 700 grams	can	180	
40.	Milk Infant Powder (1-3 years), 2000 grams	can	180	
41.	Non-Fat Milk, Powdered, 700g	can	50	
42.	All purpose Cream, 250 ml/pack	pack	125	
43.	Cheese, 165g.	box	30	

44.	Coffee 3 in 1, 28g.	pack	16,884	Upon request by the End User until December 31, 2022
45.	Cocoa Powder, 70g.	pack	73	
46.	Condensed Milk, 350ml/can	can	125	
47.	Bagoong Alamang, 200g.	bottle	25	
48.	Bagoong isda, per kilo	kilo	110	
49.	Bisugo, per kilo	kilo	250	
50.	Daing, dried	kilo	250	
51.	Dalagang bukid, per kilo, fresh	kilo	300	
52.	Dilis, small	kilo	72	
53.	Dried Alamang	kilo	23	
54.	Fresh alamang, per kilo	kilo	400	
55.	Fresh Dilis, per kilo	kilo	300	
56.	Galunggong, medium size, at least 5-6pcs.	kilo	350	
57.	Hasa-hasa, 5-6 pcs./kilo fresh	kilo	300	
58.	Hibe	kilo	24	
59.	Hiwas, per kilo	kilo	300	
60.	Matambaka, at least 10's / kilo	kilo	300	
61.	Milk Fish, 3pcs/kilo, fresh	kilo	1,050	
62.	Tilapia, medium size	kilo	710	
63.	Tinapa per kilo	kilo	350	
64.	Tinapang galunggong	kilo	120	
65.	Tuyo 1 kilo/pack, good quality	kilo	150	
66.	Tuyo salinas	kilo	36	
67.	Banana Latundan, per kilo	kilo	860	
68.	Banana-saba, medium size	pcs.	1,866	
69.	Pakwan, medium size	kilo	140	
70.	Melon, per kilo	kilo	140	
71.	Fresh Pineapple	piece	650	
72.	Papaya, Ripe	kilo	350	
73.	Beef Ox Tripe, per kilo	kilo	170	
74.	Beef, Corned beef	kilo	190	
75.	Chicken Whole, per kilo	kilo	2,290	
76.	Embutido, per piece	pcs.	1,150	
77.	Ground Pork, per kilo	kilo	914	
78.	Longganisa-Pork,per kilo	kilo	410	
79.	Pork(kasim), fresh	kilo	457	
80.	Pork Baga, per kilo	kilo	140	
81.	Pork Liver, per kilo	kilo	150	
82.	Pork Laman	kilo	241	
83.	Brown sugar, per kilo	kilo	260	
84.	All purpose (flour), 1 kilo	kilo	170	
85.	Bread, white(ordinary)	pcs.	6,150	
86.	Cornstarch, per kilo	kilo	105	
87.	Lumpia wrapper, large 20pcs/bundle	bundle	320	
88.	Malagkit, per kilo, good quality	kilo	470	
89.	Miki fresh noodles, per kilo	kilo	330	
90.	Misua Noodles, 250g pack, good quality	pack	390	
91.	Lomi Noodles	kilo	60	
92.	Mami Noodles	kilo	60	
93.	Peanut Butter 296g/ bottle	bottle	130	
94.	White sugar, per kilo	kilo	200	
95.	Alugbati	bundle	84	
96.	Ampalaya, per kilo	kilo	486	
97.	Ampalaya Leaves, per kilo	kilo	115	
98.	Baguio Beans, medium size	kilo	530	
99.	Baguio Pechay, per kilo	kilo	260	
100.	Banana Heart, chopped	kilo	200	
101.	Bell pepper, Green/Red	kilo	124	
102.	Cabbage per kilo	kilo	748	
103.	Calamansi, kilo	kilo	305	

104.	Camote, per kilo	kilo	610	Upon request by the End User until December 31, 2022
105.	Camote Tops, per kilo	kilo	325	
106.	Carrot, per kilo	kilo	226	
107.	Cauliflower, medium size	kilo	175	
108.	Celery, Local, at least 3 stalks/bundle	bundle	220	
109.	Coconut, whole, grated	pcs.	950	
110.	Eggplant, 35cm long, 6-8pcs/kilo	kilo	554	
111.	Fresh Corn	kilo	440	
112.	Gabi Bunga, medium size	kilo	140	
113.	Gabi Dahon, Dried	kilo	190	
114.	Garlic, good quality	kilo	324	
115.	Ginger per kilo	kilo	162	
116.	Green papaya, medium size	kilo	446	
117.	Green Peas, medium size	kilo	120	
118.	Kangkong, Native	bundle	532	
119.	Kamoteng Kahoy	kilo	60	
120.	Labanos, Medium size	kilo	240	
121.	Langka, raw	kilo	440	
122.	Laurel leaves	pack	96	
123.	Malunggay Leaves, medium size, 200g/bundle	bundle	225	
124.	Miso, per kilo	kilo	60	
125.	Miso Paste	kilo	24	
126.	Munggo, clean	kilo	318	
127.	Mustasa, per kilo	kilo	189	
128.	Okra, medium size	kilo	315	
129.	Onion, Red, Local	kilo	450	
130.	Onion Leaves, medium size	grams	75	
131.	Onion Leeks	kilo	24	
132.	Patola, 20cm long/pc	kilo	466	
133.	Pechay Native, native, fresh/bundle	bundle	686	
134.	Potato, at least 8pcs/kilo	kilo	392	
135.	Puso ng Saging	kilo	75	
136.	Saluyot	bundle	24	
137.	Sayote, 30cm. Long, 3-4 pcs. 1 kilo	kilo	1,126	
138.	Sigarilyas, per bundle	bundle	130	
139.	Sili Haba, per kilo	kilo	144	
140.	Sili Leaves, per kilo	kilo	190	
141.	Sili Labuyo	grams	10	
142.	Singkamas	kilo	32	
143.	Squash, kilo	kilo	722	
144.	String Beans, per kilo	kilo	830	
145.	Tanglad	kilo	24	
146.	Tausi, per kilo	kilo	110	
147.	Togue, per kilo	kilo	678	
148.	Tokwa, medium size	piece	1,652	
149.	Tomato, 12-15pcs./kilo	kilo	466	
150.	Upo, 50cm long, 1pc/kilo	pcs.	510	
151.	White Corn	kilo	120	
152.	Young Corn	kilo	10	
	Terms & Conditions: a) CONTRACT PERIOD: 1 Year b) PLACE OF DELIVERY: The Supplier will supply the foodstuffs at the Processing Center, Bahay Aruga & Bahay Kalinga for Children of Social Services Development Department, Quezon City. c) SCHEDULE OF DELIVERY: The Supplier shall deliver the foodstuff upon written request of the End-User as to quantity, items and time of delivery, not to exceed Dec 31, 2022			

	<p>d) CONSIDERATION: The total consideration, as allocated by the City, shall be P9,516,863.86 for 1 year, computed on a monthly allocation.</p> <p>e) TERMS OF PAYMENT: The City shall pay the supplier on a monthly basis depending on the actual number of wards served and upon complete delivery and acceptance of the goods delivered herein and upon presentation of the billing statement</p> <p>f) ASSIGNMENT: Unless otherwise expressly stipulated or a prior written approval of the QUEZON CITY GOVERNMENT is secured, the Purchase Order shall not be assigned or subjected to any other party or parties.</p> <p>g) DAMAGES: The Supplier shall indemnify the Quezon City Government against all losses and claims for injuries or damages to any person or property whatsoever which may arise in consequence of the performance of this contract and against all claims, demands, proceedings, damages, costs, charges and expenses whatsoever in respect of or in relation thereto.</p> <p>h) DEFAULT: In the event that the supplier has not fully complied with its promise to provide the foregoing services, in the required specifications as agreed upon, or in any manner has failed to satisfactorily perform its obligations, the same shall be barred, upon proper recommendation, from future transactions with the QUEZON CITY GOVERNMENT, without prejudice to any legal action, if appropriate.</p> <p>i) VENUE OF ACTION: All disputes, claims or questions which may arise out of the Purchase Order shall be filed in the competent courts of Quezon City, at the Option of the QUEZON CITY GOVERNMENT, to the exclusion of all other courts.</p>			

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Section VI. Schedule of Requirements

PROJECT NAME: LINE 2: PROCUREMENT OF FOOD SUPPLIES FOR MOLAVE YOUTH HOME AND RECEPTION AND ACTIONCENTER FOR YEAR 2022
 (EARLY PROCUREMENT ACTIVITY)
 PROJECT NUMBER: SSDD-22-FS-011

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Unit of Issue	Quantity	Delivered, Weeks / Months
1.	Rice, 50 kilos/sack, good quality, long grain	sack	1,650	Upon request by the End User until December 31, 2022
2.	Asado Tuna, 150 gms	can	120	
3.	Adobo Tuna, 150 gms	can	120	
4.	Bicol Express - 150 gms	can	100	
5.	Corn in can, 425 grams/can	can	110	
6.	Corned beef 150 gms	can	120	
7.	Corned Tuna, 175 gms	can	100	
8.	Fruit cocktail 1.8 kilo grams	can	10	
9.	Mechado, 150 gms	can	150	
10.	Pineapple chunks, 836g/can	can	230	
11.	Pork & Beans, 150 grams	can	100	
12.	Sardines, 155g/can, easy open can	can	100	
13.	Alamang, high grade	kl.	100	
14.	Atsuete, Food coloring, 50g/pack	pack	171	
15.	Black pepper, whole grain	kl.	15	
16.	Broth Cubes, regardless of flavor 6's/box	box	350	
17.	Catsup, any flavor, 1 kilo/gallon	gal.	325	
18.	Curry powder, seasoning 40g/pouch	packs	65	
19.	Ground pepper, 450g/pack	pack	60	
20.	Iodized salt, 1 kilo	kl.	319	
21.	Oyster Sauce, 156g./ bottle	bottle	50	
22.	Patis, 1 liter	gallon	80	
23.	Patis, 1000ml/bottle, branded	bottle	50	
24.	Sinigang na Sampaloc Mix, powder, 40g/pack	pack	470	
25.	Soy Sauce, gallon, 4L, branded	gal.	250	
26.	Spaghetti sauce, 500gms	kilo	100	
27.	Tomato Sauce, 1 kilo/pouch	pouch	464	
28.	Vinegar, gallon, 4Liter/gallon	gallon	280	
29.	Bihon Noodles, 500g/pack	pack	440	
30.	Bread, white(ordinary)	piece	2,500	
31.	Brown Sugar, per kilo	kilo	850	
32.	Canton Noodles, per kilo	kilo	240	
33.	Cooking oil, vegetbale oil, 1 liter/gallon	gallon	560	
34.	Cornstarch	kilo	215	
35.	Flour, All purpose	kilo	225	
36.	Lumpia Wrapper	bundle	620	
37.	Macaroni	kilo	390	
38.	Malagkit	kilo	600	
39.	Miki Fresh Noodles	kilo	673	
40.	Misua Noodles	kilo	530	
41.	Peanut Butter, 1,100gms./bottle	bottle	59	
42.	Sotanghon noodles, 1000g per pack	kilo	140	
43.	Spaghetti noodles, 1 kilo	kilo	220	

44.	White Sugar	kilo	310	Upon request by the End User until December 31, 2022
45.	Adult Plus Milk Powder, 1.2kg	pack	50	
46.	Cheese-200G	box	10	
47.	Coffee, 3 in 1 mix, 28 g.	pack	100	
48.	Condensed Milk, 350ml/can	can	60	
49.	Evaporated Milk, 370 ml./can	can	540	
50.	Egg. 30s/tray	tray	2,836	
51.	Powdered Choco Malt Milt Drink, 300g	pack	250	
52.	Nestle Cream, 250 ml	pack	175	
53.	Powdered Milk, powdered, 330/pack	piece	1,490	
54.	Alumahan, at least 10 pcs. Per kilo, fresh	kilo	50	
55.	Bagoong isda, per kilo	kilo	70	
56.	Bisugo, per kilo	kilo	480	
57.	Daing, dried	kilo	350	
58.	Dalagang bukid, per kilo, fresh	kilo	2,060	
59.	Fresh Alamang	kilo	200	
60.	Fresh Dilis	kilo	200	
61.	Galunggong, medium size, at least 5-6pcs.	kilo	1,920	
62.	Hasa-hasa, 5-6 pcs./kilo fresh	kilo	1,850	
63.	Hiwas per kilo	kilo	350	
64.	Kikiam	kilo	230	
65.	Matambaka, at least 10's / kilo	kilo	1,850	
66.	Milk Fish, 3pcs/kilo, fresh	kilo	1,850	
67.	Squid Ball	kilo	230	
68.	Tilapia, medium size	kilo	2,900	
69.	Tinapa per kilo	kilo	500	
70.	Tuyo 1 kilo/pack, good quality	kilo	350	
71.	Banana Latundan, per kilo	kilo	2,800	
72.	Banana-saba, medium size	piece	20,999	
73.	Fresh Pineapple	piece	280	
74.	Melon	kilo	150	
75.	Pakwan	kilo	150	
76.	Papaya, Ripe	kilo	230	
77.	Ripe Mango	kilo	50	
78.	Beef Ox Tripe, per kilo	kilo	190	
79.	Beef	kilo	190	
80.	Chicken Whole, per kilo	kilo	4,800	
81.	Embutido	piece	2,800	
82.	Ground Pork, per kilo	kilo	1,480	
83.	Longganisa-Pork,per kilo	kilo	1,300	
84.	Pork(kasim), fresh	kilo	3,500	
85.	Pork Baga, per kilo	kilo	550	
86.	Pork Liver, per kilo	kilo	540	
87.	Ampalaya, per kilo	kilo	530	
88.	Ampalaya Leaves, per kilo	kilo	400	
89.	Baguio Beans, medium size	kilo	650	
90.	Baguio Pechay, per kilo	kilo	250	
91.	Banana Heart	kilo	950	
92.	Bell pepper, Green/Red	kilo	200	
93.	Cabbage per kilo	kilo	900	
94.	Calamansi, kilo	kilo	2,330	
95.	Camote, per kilo	kilo	1,950	
96.	Camote Tops, per kilo	kilo	1,040	
97.	Carrot, per kilo	kilo	530	
98.	Cauliflower	kilo	100	
99.	Celery, Local, at least 3 stalks/bundle	bundle	115	
100.	Coconut, whole, grated	pcs.	1,880	
101.	Eggplant, 35cm long, 6-8pcs/kilo	kilo	640	
102.	Fresh Corn	kilo	200	
103.	Gabi Bunga	kilo	50	

104.	Gabi Dahon, Dried	kilo	240	Upon request by the End User until December 31, 2022
105.	Garlic, good quality	kilo	410	
106.	Ginger per kilo	kilo	130	
107.	Green papaya, medium size	kilo	520	
108.	Green Peas	kilo	40	
109.	Kangkong, Native	bundle	3,350	
110.	Labanos	kilo	600	
111.	Langka, raw	kilo	1,850	
112.	Malunggay Leaves, medium size, 200g/bundle	bundle	1,030	
113.	Miso, per kilo	kilo	120	
114.	Munggo, clean	kilo	650	
115.	Mustasa, per kilo	kilo	220	
116.	Okra, medium size	kilo	320	
117.	Onion, Red, Local	kilo	530	
118.	Onion Leaves, medium size	grams	220	
119.	Patola, 20cm long/pc	kilo	820	
120.	Pechay Native, native, fresh/bundle	bundle	4,340	
121.	Potato, at least 8pcs/kilo	kilo	550	
122.	Puso ng Saging	kilo	1,020	
123.	Sayote, 30cm. Long, 3-4 pcs. 1 kilo	kilo	1,550	
124.	Sigarilyas, per bundle	bundle	135	
125.	Sili Haba, per kilo	kilo	120	
126.	Sili Leaves, per kilo	kilo	440	
127.	Squash, kilo	kilo	1,850	
128.	String Beans, per kilo	kilo	1,000	
129.	Tausi, per kilo	kilo	110	
130.	Togue, per kilo	kilo	1,040	
131.	Tokwa, medium size	pc.	13,050	
132.	Tomato, 12-15pcs./kilo	kilo	2,650	
133.	Upo, 50cm long, 1pc/kilo	pcs.	4,550	
	<p>Terms & Conditions:</p> <p>a) CONTRACT PERIOD: 11 months;</p> <p>b) PLACE OF DELIVERY: The Supplier will supply the foodstuffs at Molave Youth Home, Social Services Development Department, Quezon City</p> <p>c) SCHEDULE OF DELIVERY: The Supplier shall deliver the foodstuff upon written request of the End-User as to quantity, items and time of delivery, not to exceed Dec 31, 2022</p> <p>d) CONSIDERATION: The total consideration, as allocated by the City, shall be P17,922,677.20 for 11 months, computed on a monthly allocation.</p> <p>e) TERMS OF PAYMENT: The City shall pay the supplier on a monthly basis depending on the actual number of clients served and upon complete delivery and acceptance of the goods delivered herein and upon presentation of the billing statement</p> <p>f) ASSIGNMENT: Unless otherwise expressly stipulated or a prior written approval of the QUEZON CITY GOVERNMENT is secured, the Purchase Order shall not be assigned or subjected to any other party or parties.</p> <p>g) DAMAGES: The Supplier shall indemnify the Quezon City Government against all losses and claims for injuries or damages to any person or property whatsoever which may arise in consequence of the performance of this contract</p> <p>and against all claims, demands, proceedings,</p>			

	<p>damages, costs, charges and expenses whatsoever in respect of or in relation thereto.</p> <p>h) DEFAULT: In the event that the supplier has not fully complied with its promise to provide the foregoing services, in the required specifications as agreed upon, or in any manner has failed to satisfactorily perform its obligations, the same shall be barred upon proper recommendation, from future transactions with the QUEZON CITY GOVERNMENT, without prejudice to any legal action, if appropriate.</p> <p>i) VENUE OF ACTION: All disputes, claims or questions which may arise out of the Purchase Order shall be filed in the competent courts of Quezon City, at the Option of the QUEZON CITY GOVERNMENT, to the exclusion of all other courts.</p>			
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I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

Technical Specifications

**PROJECT NAME: LINE 1: PROCUREMENT OF FOOD SUPPLIES FOR
OPERATIONALIZATION OF PROCESSING CENTER, BAHAY ARUGA AND
BAHAY KALINGA FOR CHILDREN FOR YEAR 2022
(EARLY PROCUREMENT ACTIVITY)
PROJECT NUMBER: SSDD-22-FS-011**

Item	Specification	Statement of Compliance
		<i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i>
A. 1	Rice, 50 kilos/sack, good quality, long grain	
2	Adobo Tuna, 150 gms	
3	Asado Tuna, 150 gms	
4	Bicol Express. 150 gms	
5	Corn in can, 425 grams/can	
6	Corned beef 150 gms	
7	Corned Tuna, 180 gms	
8	Fruit cocktail 1.8 kilo grams	
9	Liver Spread, 85 g.	
10	Mechado, 150 gms	
11	Pineapple chunks, 836g/can	
12	Pork & Beans, 230 grams	
13	Tuna Flakes, 175 g.	
14	Alamang, high grade	
15	Atsuete, Food coloring, 50g/pack	
16	Black pepper, whole grain	
17	Broth Cubes, regardless of flavor 6’s/box	
18	Catsup, any flavor, 1 kilo/gallon	
19	Curry powder, seasoning 40g/pouch	
20	Ground pepper	
21	Iodized salt, 1 kilo	
22	Oyster Sauce, 14 oz./ bottle	
23	Patis, branded, 1 liter	
24	Sinigang na Sampaloc Mix, powder, 40g/pack	
25	Soy Sauce, gallon, 4L, branded	
26	Spaghetti sauce	
27	Tomato Sauce, 1 kilo/pouch	
28	Vanilla Extract, 60ml	
29	Vinegar, gallon, 4Liter/gallon	
30	Bihon Noodles, 500g/pack	

31	Canton Noodles, per kilo	
32	Cooking oil, vegetable oil, 1 liter	
33	Macaroni, Elbow, good quality, 1 kilo/pack	
34	Sotanghon noodles, 1000g per pack	
35	Spaghetti noodles, 1 kilo	
36	Evaporated Milk, 370 ml./can	
37	Egg. 30s/tray	
38	Powdered Milk, powdered, 330g/pack	
39	Milk Infant Powder (0-6 months), 700 grams	
40	Milk Infant Powder (1-3 years), 2000 grams	
41	Non-Fat Milk, Powdered, 700g	
42	All purpose Cream, 250 ml/pack	
43	Cheese, 165g.	
44	Coffee 3 in 1, 28g.	
45	Cocoa Powder, 70g.	
46	Condensed Milk, 350ml/can	
47	Bagoong Alamang, 200g.	
48	Bagoong isda, per kilo	
49	Bisugo, per kilo	
50	Daing, dried	
51	Dalagang bukid, per kilo, fresh	
52	Dilis, small	
53	Dried Alamang	
54	Fresh alamang, per kilo	
55	Fresh Dilis, per kilo	
56	Galunggong, medium size, at least 5-6pcs.	
57	Hasa-hasa, 5-6 pcs./kilo fresh	
58	Hibe	
59	Hiwas, per kilo	
60	Matambaka, at least 10's / kilo	
61	Milk Fish, 3pcs/kilo, fresh	
62	Tilapia, medium size	
63	Tinapa per kilo	
64	Tinapang galunggong	
65	Tuyo 1 kilo/pack, good quality	
66	Tuyo salinas	
67	Banana Latundan, per kilo	
68	Banana-saba, medium size	
69	Pakwan, medium size	
70	Melon, per kilo	
71	Fresh Pineapple	
72	Papaya, Ripe	
73	Beef Ox Tripe, per kilo	
74	Beef, Corned beef	
75	Chicken Whole, per kilo	
76	Embutido, per piece	
77	Ground Pork, per kilo	
78	Longganisa-Pork,per kilo	
79	Pork(kasim), fresh	
80	Pork Baga, per kilo	
81	Pork Liver, per kilo	
82	Pork Laman	
83	Brown sugar, per kilo	

84	All purpose (flour), 1 kilo	
85	Bread, white(ordinary)	
86	Cornstarch, per kilo	
87	Lumpia wrapper, large 20pcs/bundle	
88	Malagkit, per kilo, good quality	
89	Miki fresh noodles, per kilo	
90	Misua Noodles, 250g pack, good quality	
91	Lomi Noodles	
92	Mami Noodles	
93	Peanut Butterm 296g/ bottle	
94	White sugar, per kilo	
95	Alugbati	
96	Ampalaya, per kilo	
97	Ampalaya Leaves, per kilo	
98	Baguio Beans, medium size	
99	Baguio Pechay, per kilo	
100	Banana Heart, chopped	
101	Bell pepper, Green/Red	
102	Cabbage per kilo	
103	Calamansi, kilo	
104	Camote, per kilo	
105	Camote Tops, per kilo	
106	Carrot, per kilo	
107	Cauliflower, medium size	
108	Celery, Local, at least 3 stalks/bundle	
109	Coconut, whole, grated	
110	Eggplant, 35cm long, 6-8pcs/kilo	
111	Fresh Corn	
112	Gabi Bunga, medium size	
113	Gabi Dahon, Dried	
114	Garlic, good quality	
115	Ginger per kilo	
116	Green papaya, medium size	
117	Green Peas, medium size	
118	Kangkong, Native	
119	Kamoteng Kahoy	
120	Labanos, Medium size	
121	Langka, raw	
122	Laurel leaves	
123	Malunggay Leaves, medium size, 200g/bundle	
124	Miso, per kilo	
125	Miso Paste	
126	Munggo, clean	
127	Mustasa, per kilo	
128	Okra, medium size	
129	Onion, Red, Local	
130	Onion Leaves, medium size	
131	Onion Leeks	
132	Patola, 20cm long/pc	
133	Pechay Native, native, fresh/bundle	
134	Potato, at least 8pcs/kilo	
135	Puso ng Saging	
136	Saluyot	

137	Sayote, 30cm. Long, 3-4 pcs. 1 kilo	
138	Sigarilyas, per bundle	
139	Sili Haba, per kilo	
140	Sili Leaves, per kilo	
141	Sili Labuyo	
142	Singkamas	
143	Squash, kilo	
144	String Beans, per kilo	
145	Tanglad	
146	Tausi, per kilo	
147	Togue, per kilo	
148	Tokwa, medium size	
149	Tomato, 12-15pcs./kilo	
150	Upo, 50cm long, 1pc/kilo	
151	White Corn	
152	Young Corn	
	<p>Terms & Conditions:</p> <p>a) CONTRACT PERIOD: 1 Year</p> <p>b) PLACE OF DELIVERY: The Supplier will supply the foodstuffs at the Processing Center, Bahay Aruga & Bahay Kalinga for Children of Social Services Development Department, Quezon City.</p> <p>c) SCHEDULE OF DELIVERY: The Supplier shall deliver the foodstuff upon written request of the End-User as to quantity, items and time of delivery, not to exceed Dec 31, 2022</p> <p>d) CONSIDERATION: The total consideration, as allocated by the City, shall be P9,516,863.86 for 1 year, computed on a monthly allocation.</p> <p>e) TERMS OF PAYMENT: The City shall pay the supplier on a monthly basis depending on the actual number of wards served and upon complete delivery and acceptance of the goods delivered herein and upon presentation of the billing statement</p> <p>f) ASSIGNMENT: Unless otherwise expressly stipulated or a prior written approval of the QUEZON CITY GOVERNMENT is secured, the Purchase Order shall not be assigned or subjected to any other party or parties.</p> <p>g) DAMAGES: The Supplier shall indemnify the Quezon City Government against all losses and claims for injuries or damages to any person or property whatsoever which may arise in consequence of the performance of this contract and against all claims, demands, proceedings, damages, costs, charges and expenses whatsoever in respect of or in relation thereto.</p> <p>h) DEFAULT: In the event that the supplier has not fully complied with its promise to provide the foregoing services, in the required specifications as agreed upon, or in any manner has failed to satisfactorily perform its obligations, the same shall be barred, upon proper recommendation, from future transactions with the QUEZON CITY GOVERNMENT, without prejudice to any legal action, if appropriate.</p> <p>i) VENUE OF ACTION: All disputes, claims or</p>	

	questions which may arise out of the Purchase Order shall be filed in the competent courts of Quezon City, at the Option of the QUEZON CITY GOVERNMENT, to the exclusion of all other courts.	
B.	Compliance to the Schedule of Requirements (Section VI)	

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Technical Specifications

PROJECT NAME: LINE 2: PROCUREMENT OF FOOD SUPPLIES FOR MOLAVE
YOUTH HOME AND RECEPTION AND ACTIONCENTER FOR YEAR 2022
(EARLY PROCUREMENT ACTIVITY)
PROJECT NUMBER: SSDD-22-FS-011

Item	Specification	Statement of Compliance
		[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]
A. 1	Rice, 50 kilos/sack, good quality, long grain	
2	Asado Tuna, 150 gms	
3	Adobo Tuna, 150 gms	
4	Bicol Express - 150 gms	
5	Corn in can, 425 grams/can	
6	Corned beef 150 gms	
7	Corned Tuna, 175 gms	
8	Fruit cocktail 1.8 kilo grams	
9	Mechado, 150 gms	
10	Pineapple chunks, 836g/can	
11	Pork & Beans, 150 grams	
12	Sardines, 155g/can, easy open can	
13	Alamang, high grade	
14	Atsuete, Food coloring, 50g/pack	
15	Black pepper, whole grain	
16	Broth Cubes, regardless of flavor 6's/box	
17	Catsup, any flavor, 1 kilo/gallon	
18	Curry powder, seasoning 40g/pouch	
19	Ground pepper, 450g/pack	
20	Iodized salt, 1 kilo	
21	Oyster Sauce, 156g./ bottle	
22	Patis, 1 liter	
23	Patis, 1000ml/bottle, branded	
24	Sinigang na Sampaloc Mix, powder, 40g/pack	
25	Soy Sauce, gallon, 4L, branded	
26	Spaghetti sauce, 500gms	
27	Tomato Sauce, 1 kilo/pouch	
28	Vinegar, gallon, 4Liter/gallon	
29	Bihon Noodles, 500g/pack	
30	Bread, white(ordinary)	
31	Brown Sugar, per kilo	

32	Canton Noodles, per kilo	
33	Cooking oil, vegetbale oil, 1 liter/gallon	
34	Cornstarch	
35	Flour, All purpose	
36	Lumpia Wrapper	
37	Macaroni	
38	Malagkit	
39	Miki Fresh Noodles	
40	Misua Noodles	
41	Peanut Butter, 1,100gms./bottle	
42	Sotanghon noodles, 1000g per pack	
43	Spaghetti noodles, 1 kilo	
44	White Sugar	
45	Adult Plus Milk Powder, 1.2kg	
46	Cheese-200G	
47	Coffee, 3 in 1 mix, 28 g.	
48	Condensed Milk, 350ml/can	
49	Evaporated Milk, 370 ml./can	
50	Egg. 30s/tray	
51	Powdered Choco Malt Milt Drink, 300g	
52	Nestle Cream, 250 ml	
53	Powdered Milk, powdered, 330/pack	
54	Alumahan, at least 10 pcs. Per kilo, fresh	
55	Bagoong isda, per kilo	
56	Bisugo, per kilo	
57	Daing, dried	
58	Dalagang bukid, per kilo, fresh	
59	Fresh Alamang	
60	Fresh Dilis	
61	Galunggong, medium size, at least 5-6pcs.	
62	Hasa-hasa, 5-6 pcs./kilo fresh	
63	Hiwas per kilo	
64	Kikiam	
65	Matambaka, at least 10's / kilo	
66	Milk Fish, 3pcs/kilo, fresh	
67	Squid Ball	
68	Tilapia, medium size	
69	Tinapa per kilo	
70	Tuyo 1 kilo/pack, good quality	
71	Banana Latundan, per kilo	
72	Banana-saba, medium size	
73	Fresh Pineapple	
74	Melon	
75	Pakwan	
76	Papaya, Ripe	
77	Ripe Mango	
78	Beef Ox Tripe, per kilo	
79	Beef	
80	Chicken Whole, per kilo	
81	Embutido	
82	Ground Pork, per kilo	
83	Longganisa-Pork,per kilo	
84	Pork(kasim), fresh	

85	Pork Baga, per kilo	
86	Pork Liver, per kilo	
87	Ampalaya, per kilo	
88	Ampalaya Leaves, per kilo	
89	Baguio Beans, medium size	
90	Baguio Pechay, per kilo	
91	Banana Heart	
92	Bell pepper, Green/Red	
93	Cabbage per kilo	
94	Calamansi, kilo	
95	Camote, per kilo	
96	Camote Tops, per kilo	
97	Carrot, per kilo	
98	Cauliflower	
99	Celery, Local, at least 3 stalks/bundle	
100	Coconut, whole, grated	
101	Eggplant, 35cm long, 6-8pcs/kilo	
102	Fresh Corn	
103	Gabi Bunga	
104	Gabi Dahon, Dried	
105	Garlic, good quality	
106	Ginger per kilo	
107	Green papaya, medium size	
108	Green Peas	
109	Kangkong, Native	
110	Labanos	
111	Langka, raw	
112	Malunggay Leaves, medium size, 200g/bundle	
113	Miso, per kilo	
114	Munggo, clean	
115	Mustasa, per kilo	
116	Okra, medium size	
117	Onion, Red, Local	
118	Onion Leaves, medium size	
119	Patola, 20cm long/pc	
120	Pechay Native, native, fresh/bundle	
121	Potato, at least 8pcs/kilo	
122	Puso ng Saging	
123	Sayote, 30cm. Long, 3-4 pcs. 1 kilo	
124	Sigarilyas, per bundle	
125	Sili Haba, per kilo	
126	Sili Leaves, per kilo	
127	Squash, kilo	
128	String Beans, per kilo	
129	Tausi, per kilo	
130	Togue, per kilo	
131	Tokwa, medium size	
132	Tomato, 12-15pcs./kilo	
133	Upo, 50cm long, 1pc/kilo	
	Terms & Conditions: a) CONTRACT PERIOD: 11 months; b) PLACE OF DELIVERY: The Supplier will supply the foodstuffs at Molave Youth Home, Social Services Development Department,	

	<p>Quezon City</p> <p>c) SCHEDULE OF DELIVERY: The Supplier shall deliver the foodstuff upon written request of the End-User as to quantity, items and time of delivery, not to exceed Dec 31, 2022</p> <p>d) CONSIDERATION: The total consideration, as allocated by the City, shall be P17,922,677.20 for 11 months, computed on a monthly allocation.</p> <p>e) TERMS OF PAYMENT: The City shall pay the supplier on a monthly basis depending on the actual number of clients served and upon complete delivery and acceptance of the goods delivered herein and upon presentation of the billing statement</p> <p>f) ASSIGNMENT: Unless otherwise expressly stipulated or a prior written approval of the QUEZON CITY GOVERNMENT is secured, the Purchase Order shall not be assigned or subjected to any other party or parties.</p> <p>g) DAMAGES: The Supplier shall indemnify the Quezon City Government against all losses and claims for injuries or damages to any person or property whatsoever which may arise in consequence of the performance of this contract and against all claims, demands, proceedings, damages, costs, charges and expenses whatsoever in respect of or in relation thereto.</p> <p>h) DEFAULT: In the event that the supplier has not fully complied with its promise to provide the foregoing services, in the required specifications as agreed upon, or in any manner has failed to satisfactorily perform its obligations, the same shall be barred upon proper recommendation, from future transactions with the QUEZON CITY GOVERNMENT, without prejudice to any legal action, if appropriate.</p> <p>i) VENUE OF ACTION: All disputes, claims or questions which may arise out of the Purchase Order shall be filed in the competent courts of Quezon City, at the Option of the QUEZON CITY GOVERNMENT, to the exclusion of all other courts.</p>	
B.	Compliance to the Schedule of Requirements (Section VI)	

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- ☐ (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and
- ☐ (c) Mayor’s or Business 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;
and
- ☐ (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- ☐ (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (in a **FORM prescribed by the QC-BAC-GOODS AND SERVICES**); **and**
- ☐ (f) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents (in a **FORM prescribed by the QC-BAC-GOODS AND SERVICES**); **and**
- ☐ (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (h) Conformity with Section VI. (Schedule of Requirements) and Section VII. (Technical Specifications), which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable;
and
- ☐ (i) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- ☐ (j) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- ☐ (k) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) (in a **FORM prescribed by the QC-BAC-GOODS AND SERVICES**);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class “B” Documents

- ☐ (l) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
or
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Other documentary requirements under RA No. 9184 (as applicable)

- ☐ (m) *[For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- ☐ (n) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

II. FINANCIAL COMPONENT ENVELOPE

- ☐ (a) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (b) Original of duly signed and accomplished Price Schedule(s).

III. REQUIRED DOCUMENTS in BDS SECTION 20.2 and 21.2

- **Notarized Affidavit of Undertaking stating compliance to Executive Order No. 16, Series of 2021 Establishing the Quezon City Healthy Food Procurement Policy**

Note:

1. Please refer to
[\[https://drive.google.com/file/d/1uiYurh5WrpBL5B_pqpzAb62yucAblR1p/view?usp=sharing\]](https://drive.google.com/file/d/1uiYurh5WrpBL5B_pqpzAb62yucAblR1p/view?usp=sharing) for the following requirements:
 - a. Computation of NFCC;
 - b. List of All Ongoing Contracts/List of Contracts already awarded but not yet started;
 - c. Statement of Single Largest Completed Contract
2. Please refer to GPPB Resolution No. 16-2020 for the following requirements:
 - a. Bid Form;
 - b. Price Schedule (for Goods Offered from Abroad/ Within the Philippines)
 - c. Bid Securing Declaration; and
 - d. Omnibus Sworn Statement

