



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



PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

**RM - MOTOR VEHICLE
(PARTS AND LABOR)**
PROJECT NO. **CGSD-23-VRM-0427**

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



INVITATION TO BID

September 14, 2023

	PROJECT NO.	OFFICE	PROJECT NAME	AMOUNT	SOURCE OF FUND	DELIVERY PERIOD
1.	BCRD-23-FOODSTUFF-1326	BARANGAY AND COMMUNITY RELATIONS DEPARTMENT	RICE	P 29,999,250.00	GENERAL FUND	30 CD
2.	BCRD-23-GARMENTS-1410	BARANGAY AND COMMUNITY RELATIONS DEPARTMENT	POLO SHIRT	P 2,932,000.00	GENERAL FUND	2 MONTHS
3.	BCRD-23-GI2-1324	BARANGAY AND COMMUNITY RELATIONS DEPARTMENT	GROCERY BAGS	P 4,800,021.23	GENERAL FUND	2 MONTHS
4.	BCRD-23-HLMF-1409	BARANGAY AND COMMUNITY RELATIONS DEPARTMENT	FOOD AND DRINKS, VENUE AND OTHERS	P 10,644,000.00	GENERAL FUND	2 MONTHS
5.	CAO(CPDD)-23-GM-1507	CITY ADMINISTRATOR'S OFFICE (CPDD)	CELLPHONE PREPAID CARDS	2,074,000.00	GENERAL FUND	30 CD
6.	CCRD-23-SERVICES-1498	CITY CIVIL REGISTRY DEPARTMENT	DOCUMENT DIGITIZATION SERVICES PHASE III FOR THE CITY CIVIL REGISTRY DEPARTMENT (CCRD) OF QUEZON CITY	P 4,000,000.00	GENERAL FUND	45 CD
7.	CGSD-23-GRMS-1490	CITY GENERAL SERVICES DEPARTMENT	REPAIR OF DEFECTIVE AIR CONDITIONING UNITS WITHIN QUEZON CITY HALL COMPOUND BUILDINGS	P 2,447,500.00	GENERAL FUND	2 MONTHS
8.	CGSD-23-OSD-1484	CITY GENERAL SERVICES DEPARTMENT	MULTI-COPY PAPER AND OTHERS	P 4,823,669.50	GENERAL FUND	30 CD
9.	CGSD-23-VRM-0427	CITY GENERAL SERVICES DEPARTMENT	RM - MOTOR VEHICLE (PARTS AND LABOR)	P 2,144,192.62	GENERAL FUND	2 MONTHS
10.	CLIMATE-23-EHSE-1265	CLIMATE CHANGE AND ENVIRONMENTAL SUSTAINABILITY DEPARTMENT	SUPPLY AND DELIVERY OF CONTINUOUS NON-REFERENCE (LOW-TO-MEDIUM COST) AIR QUALITY MONITORING SENSORS INCLUDING CALIBRATION AND MAINTENANCE	P 1,940,000.00	GENERAL FUND	120 CD
11.	ENGINEERING-23-CE2-0453B	DEPARTMENT OF ENGINEERING	TROLLEY MOUNTED COMPRESSOR WITH PNEUMATIC HAMMER	P 1,950,500.00	GENERAL FUND	60 CD
12.	ENGINEERING-23-HCS-1433	DEPARTMENT OF ENGINEERING	CEMENT AND OTHERS	P 2,376,386.00	GENERAL FUND	60 CD
13.	DPOS-23-VPA-1396	DEPARTMENT OF PUBLIC ORDER AND SAFETY	REPAIR AND MAINTENANCE OF MOTOR VEHICLE (SPARE PARTS)	P 1,091,070.00	GENERAL FUND	30 CD
14.	DSQC-23-SERVICES-1427	DEPARTMENT OF SANITATION AND CLEANUP WORKS OF QUEZON CITY	COLLECTION, TRANSPORTATION, TREATMENT AND DISPOSAL OF USED COOKING OIL PROJECT 2023	P 4,966,255.00	GENERAL FUND	2 MONTHS
15.	HCDRD-23-SS2-1420	HOUSING, COMMUNITY DEVELOPMENT AND RESETTLEMENT DEPARTMENT	SURVEY WORKS AND TITLING DOCUMENTATION	P 2,742,500.00	GENERAL FUND	2 MONTHS
16.	HRMD-23-SG-1002	HUMAN RESOURCE MANAGEMENT DEPARTMENT	VARIOUS SPORTING GOODS AND OTHERS	P 4,695,867.20	GENERAL FUND	2 MONTHS
17.	ITDD(QCU)-23-IS-1272	INFORMATION TECHNOLOGY DEVELOPMENT DEPARTMENT(QCU)	SUBSCRIPTION TO PROFESSIONAL INTEGRATED DEVELOPMENT ENVIRONMENT (IDE) SUITE WITH CLOUD DEVELOPMENT & OPERATIONS (DEVOPS) SERVICES	P 2, 246,400.00	GENERAL FUND	30 CD
18.	NDH-23-GRMS-1464	NOVALICHES DISTRICT HOSPITAL	REPAIR AND MAINTENANCE OF ELEVATOR	P 1,200,000.00	GENERAL FUND	30 CD
19.	OSCA-23-FOODSTUFF-1406	OFFICE FOR THE SENIOR CITIZENS AFFAIRS	ADULT NUTRITIONAL POWDER AND DIABETIC DIETARY POWDER	P 1,789,194.66	GENERAL FUND	30 CD
20.	OCIBELMONTE-23-FOODSTUFF-1550	OFFICE OF COUN. IRENE BELMONTE	CUPCAKE AND BOTTLED WATER	P 1,259,995.00	GENERAL FUND	30 CD
21.	CONSO-23-GI2-1451	OFFICE OF THE CITY MAYOR	LINE 1: VARIOUS GROCERY ITEMS	P 6,499,500.00	GENERAL FUND	30 CD
			LINE 2: VARIOUS GROCERY ITEMS	P 24,320,000.00		
			LINE 3: VARIOUS GROCERY ITEMS	P 13,999,500.00		

22.	OCM-23-TFLES-1445	OFFICE OF THE CITY MAYOR	HOTEL ACCOMMODATION AND OTHERS	P 3,372,000.00	GENERAL FUND	2 MONTHS
23.	OCM-23-VPS2-1432	OFFICE OF THE CITY MAYOR	VIDEO PRODUCTION PACKAGE (SANDY IN THE CITY)	P 3,000,000.00	GENERAL FUND	2 MONTHS
24.	OCM-23-EM-1514	OFFICE OF THE CITY MAYOR	EVENTS MANAGEMENT PACKAGE FOR VARIOUS ACTIVITIES	P 17,453,362.50	GENERAL FUND	2 MONTHS
25.	OCM(POPS)-23-VEHICLES-0916B	OFFICE OF THE CITY MAYOR - POPS PLAN	AMBULANCE FOR BJMP	P 3,000,000.00	GENERAL FUND	90 CD
26.	OCM(GAD)-23-CS1-1439	OFFICE OF THE CITY MAYOR (GAD)	FOOD AND DRINKS	P 8,100,000.00	GENERAL FUND	2 MONTHS
27.	OCM(GAD)-23-SG-1534	OFFICE OF THE CITY MAYOR (GAD)	BICYCLE	P 4,440,000.00	GENERAL FUND	30 CD
28.	OVM-23-GI2-1348	OFFICE OF THE VICE MAYOR	GROCERY PACK AND RICE	P 89,864,890.00	GENERAL FUND	30 CD
29.	PDAD-23-VEHICLES-1510	PARKS DEVELOPMENT AND ADMINISTRATION DEPARTMENT	WOOD CHIPPER AND SHREDDER WITH VEHICLE	P 9,000,000.00	GENERAL FUND	90 CD
30.	CONSO-23-CS1-1513	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	LINE 1: FOOD AND DRINKS AND OTHERS	P 4,488,221.28	GENERAL FUND	2 MONTHS
			LINE 2: FOOD AND DRINKS AND OTHERS	P 1,999,990.00		
31.	CONSO-23-HLMF-1562	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	LINE 1: HOTEL ACCOMMODATION AND OTHERS	P 1,915,000.00	GENERAL FUND	2 MONTHS
			LINE 2: HOTEL ACCOMMODATION AND OTHERS	P 16,178,800.00		
32.	QCRRMO-23-VPS-1434	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	INFORMATION EDUCATION CAMPAIGN PROMOTING QUEZON CITY AS A SUSTAINABLE AND RESILIENT CITY AMONG QCITIZENS, ORGANIZATIONS AND VARIOUS SECTORS	P 30,000,000.00	GENERAL FUND	2 MONTHS
33.	QCRRMO-23-IT-1262	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	WEB BASED SOFTWARE AND PORTAL FOR COMMUNITY BASED DRRM PLAN BOOK AND RISK MAPS	P 21,000,000.00	GENERAL FUND	30 CD
34.	QCRRMO-23-VEHICLES-1111B	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	CUSTOMIZED MOBILE SERVICE VEHICLE WITH REPEATER SYSTEM	P 2,000,000.00	GENERAL FUND	3 MONTHS
35.	QCDTRC(TAHANAN)-23-FIXTURES-0632C	QUEZON CITY DRUG TREATMENT AND REHABILITATION CENTER (TAHANAN)	SUPPLY AND INSTALLATION OF CUBICLE FABRIC WITH GLASS AND OTHERS	P 1,013,631.89	GENERAL FUND	30 CD
36.	QCGH-23-OESC-1462	QUEZON CITY GENERAL HOSPITAL	LINE 1: COPY PRINTER INK AND MASTER ROLL	P 1,362,960.00	GENERAL FUND	30 CD
			LINE 2: INKS AND TONERS	P 1,421,915.65		
37.	QCGH-23-OSD-1431	QUEZON CITY GENERAL HOSPITAL	VARIOUS OFFICE SUPPLIES	P 1,398,198.25	GENERAL FUND	30 CD
38.	CONSO-23-DM-1456	QUEZON CITY HEALTH DEPARTMENT	LINE 1: MEBENDAZOLE	P 8,751,960.00	GENERAL FUND	30 CD
			LINE 2: FERROUS SULPHATE AND MORINGA CAPSULE	P 15,957,304.00		
			LINE 3: ANTI-RABIES VACCINE FOR HUMAN AND OTHERS	P 40,359,650.00		
39.	CONSO-23-MSLI-1457	QUEZON CITY HEALTH DEPARTMENT	LINE 1: DENGUE DIAGNOSTIC KIT, HIV KIT AND OTHERS	P 8,218,794.16	GENERAL FUND	30 CD
			LINE 2: HIV DIAGNOSTIC KIT AND OTHERS	P 5,230,729.20		
			LINE 3: VARIOUS MEDICAL SUPPLIES (REAGENTS FOR CHEMISTRY ANALYZER AND OTHERS)	P 13,134,678.00		
40.	HEALTH-23-HME-0551	QUEZON CITY HEALTH DEPARTMENT	AUTOMATIC AUTOCLAVE MACHINE AND OTHERS	P 1,782,673.83	GENERAL FUND	30 CD
41.	HEALTH-23-PCP1-0833	QUEZON CITY HEALTH DEPARTMENT	HYGIENE KIT AND OTHERS	P 2,316,072.00	GENERAL FUND	30 CD
42.	HEALTH-23-PS2-0823	QUEZON CITY HEALTH DEPARTMENT	IMMUNIZATION CARDS AND OTHERS	P 4,370,792.00	GENERAL FUND	30 CD
43.	HEALTH-23-SOP-1223	QUEZON CITY HEALTH DEPARTMENT	PROTECTIVE SUIT AND OTHERS	P 1,819,170.00	GENERAL FUND	30 CD
44.	HEALTH-23-HME-0573	QUEZON CITY HEALTH DEPARTMENT	ELECTRONIC FLAT SCALE AND OTHERS	P 3,186,436.00	GENERAL FUND	30 CD



45.	QCPL-23-EMS-1405	QUEZON CITY PUBLIC LIBRARY	TOY BOX WITH LEARNING TOOLS FOR CHILDREN	P 3,983,508.00	GENERAL FUND	60 CD
46.	CONSO-23-GM-1543	QUEZON CITY UNIVERSITY	DUMMY RIFLE AND OTHERS	P 1,124,700.25	GENERAL FUND	45 CD
47.	QCU-23-OE-0500	QUEZON CITY UNIVERSITY	UNINTERRUPTIBLE POWER SUPPLY AND OTHERS	P 7,108,757.00	GENERAL FUND	45 CD
48.	QCU-23-LSE-1129B	QUEZON CITY UNIVERSITY	VARIOUS EQUIPMENT AND APPARATUS FOR PHYSICS AND CHEMISTRY LABORATORY ROOMS	P 16,752,000.00	TRUST FUND	90 CD
49.	QCU-23-PS2-1485	QUEZON CITY UNIVERSITY	PRINTING OF ANNUAL REPORT AND OTHERS	P 1,842,150.00	GENERAL FUND	45 CD
50.	QCU-23-OE-1188B	QUEZON CITY UNIVERSITY	TECHNICAL AND SCIENTIFIC EQUIPMENT FOR COMPUTER ENGINEERING COURSE	P 13,826,000.00	TRUST FUND	90 CD
51.	CONSO-23-EMS-1458	SCHOOLS DIVISION OFFICE	LINE 1: MANIPULATIVE MATERIALS	P 14,921,000.00	SPECIAL EDUCATION FUND	60 CD
			LINE 2: LETTER CARDS AND OTHERS	P 3,111,000.00		
			LINE 3: MATHEMATICS NUMBER CARDS	P 24,880,000.00		
			LINE 4: MATHEMATICS MANIPULATIVE MATERIALS	P 17,062,920.00		
52.	SDO-23-PP-1448	SCHOOLS DIVISION OFFICE	MONOBLOC CHAIRS	P 39,600,000.00	SPECIAL EDUCATION FUND	60 CD
53.	SDO-23-PS2-1553	SCHOOLS DIVISION OFFICE	LINE 1: SCANNABLE ANSWER SHEETS	P 16,089,315.00	SPECIAL EDUCATION FUND	30 CD
			LINE 2: ALS MODULES	P 3,198,320.00		
54.	SDO-23-BMOP-0812B	SCHOOLS DIVISION OFFICE	SUPPLY AND DELIVERY OF ENGLISH READING RESOURCES FOR PUBLIC ELEMENTARY AND SECONDARY SCHOOLS IN QUEZON CITY	P 11,700,000.00	SPECIAL EDUCATION FUND	2 MONTHS
55.	SDO-23-BMOP-0948	SCHOOLS DIVISION OFFICE	LIFE SKILLS WORKBOOKS	P 4,800,000.00	SPECIAL EDUCATION FUND	60 CD
56.	SSDD-23-GARMENTS-0914	SOCIAL SERVICES DEVELOPMENT DEPARTMENT	T-SHIRT AND OTHERS	P 1,028,937.40	GENERAL FUND	30 CD

1. The **QUEZON CITY LOCAL GOVERNMENT**, through the *General Fund, Trust Fund and Special Education Fund of various years* intends to apply the sums stated above being the ABC to payments under the contract for the above stated projects 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, September 15, 2023** from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB*. 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)
500,000 and below	500.00
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 **9:30 A.M. of Friday, September 22, 2023** 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, October 05, 2023**. 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 **11:00 A.M. of Thursday, October 05, 2023** 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:


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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 **RM - MOTOR VEHICLE (PARTS AND LABOR)** with identification number **CGSD-23-VRM-0427**.

[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 **three hundred thirty-two (332) 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 **2023** in the amount of **TWO MILLION ONE HUNDRED FORTY-FOUR THOUSAND ONE HUNDRED NINETY-TWO PESOS AND 62/100 ONLY (Php2,144,192.62)**.

2.2. The source of funding is:

a) LGUs, the Annual or Supplemental Budget, as approved by the Sanggunian.

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> <ol style="list-style-type: none"> A single contract similar to the item/s to be bid and must be at least fifty percent (50%) of the ABC. 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.
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> <ol style="list-style-type: none"> The amount of not less than Php 42,883.86 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 The amount of not less than Php 107,209.64 or equivalent to five percent (5%) of ABC if bid security is in Surety Bond.
19.3	<p><i>[In case the Project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.]</i></p> <p><i>[In case the project will be awarded by item, list each item indicating its quantity and ABC.]</i></p>
20.2	<p>List of required licenses and permits relevant to the Project and the corresponding law requiring it.</p> <ul style="list-style-type: none"> No additional requirement
21.2	<p>Additional required documents relevant to the Project that are required by existing laws and/or the Procuring Entity.</p> <ul style="list-style-type: none"> Statement of Warranty: Minimum of six (6) months Photo/s of existing repair shop

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: **RM - MOTOR VEHICLE (PARTS AND LABOR)**

PROJECT NO. **CGSD-23-VRM-0427**

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
	JAC Aircon Bus (XM-2054) (XM-2056)			Upon Request by the End-User Not Later Than December 31, 2023
1	Tire, 11x20, tubeless	pc	4	
2	Aircon belt, 15A 1850	pc	4	
3	Alternator belt, V15 x 1110	pc	4	
4	Drive belt, 12.5 x 1750	pc	6	
5	Tensioner belt, 20A 1625	pc	2	
6	Fan belt, 22 x 980	pc	2	
7	Fuel filter, Bus YC6J230-20 (small)	pc	6	
8	Fuel Filter, Bus YC6J230-20 (big)	pc	2	
9	Water separator filter, Bus YC6J230-20	pc	4	
10	Oil filter, Bus YC6J230-20	pc	4	
11	Air cleaner, Bus YC6J230-20	pc	1	
12	Pressure plate, Bus YC6J230-20	pc	1	
13	Clutch disc, Bus YC6J230-20	pc	1	
14	Release bearing, Bus YC6J230-20	pc	1	
15	Pilot bearing, Bus YC6J230-20	pc	1	
16	Brake lining, Bus YC6J230-20	pc	6	
17	Wiper blade, 28", alloy,	pc	2	
18	Battery, 4D Maintenance Free	unit	4	
	TOYOTA COASTER (SAA-3385)			
19	Oil Filter	pc	1	
20	Air Cleaner	pc	1	
21	Fuel Filter Assembly	set	2	
22	Drive belt,	pc	2	
23	Brake shoe lining front	set	1	
24	Brake shoe lining rear	set	1	
25	pressure plate	pc	1	
26	clutch disc	pc	1	
27	release bearing	pc	1	
28	pilot bearing	pc	1	
29	Tires 7.50 r16	pc	4	
30	Battery, 2sm (Maintenance Free)	unit	2	
31	Freon Oil 134A	kilo	6	
32	Expansion valve	pc	1	
33	Filter Drier	pc	1	
34	Condenser fan Blower	pc	3	
	ISUZU TOW TRUCK (SHL-770)			
35	Oil Filter, C526	pc	2	
36	Air Cleaner	pc	2	
37	Fuel Filter Assembly	set	2	
38	Drive belt, A515131	pc	2	
39	Wiper blade, 18inches,14inches	set	1	
40	Tires with Tube, 750xR16	pc	4	
41	Brake shoe lining front	set	1	
42	Brake shoe lining rear	set	1	
43	Battery, 2SM (Maintenance Free)	unit	2	
44	Clutch master assembly (primary)	set	1	
45	Clutch Master Assembly (secondary)	set	1	

46	Brake master Assembly	set	1
47	Hydrovac assembly	set	1
48	Clutch Disc	pc	1
49	Pressure plate	pc	1
50	Release Bearing	pc	1
51	Pilot Bearing	pc	1
52	Signal light assembly front L/R	set	2
	JBC JINBEI TRUCK (SKL-638)		
53	Oil filter, LF16118	pc	2
54	Air cleaner, 4Wheeler with Dropside Body	pc	2
55	Fuel filter, 4Wheeler with Dropside Body	pc	2
56	Drive belt, AV15X1036	set	1
57	power Steering belt, 13 x 835	pc	1
58	Power Steering Pump Assembly	set	1
59	Brake shoe lining front	set	1
60	pressure plate, 4Wheeler with Dropside Body	pc	1
61	clutch disc, 4Wheeler with Dropside Body	pc	1
62	release bearing, 4Wheeler with Dropside Body	pc	1
63	pilot bearing, 4Wheeler with Dropside Body	pc	1
64	crankshaft oil seal, 4Wheeler with Dropside Body	pc	1
65	Tires, 7.50xR16 with tube	pc	2
66	Battery, 6sm (Maintenance Free)	unit	1
67	Wheel Cylinder	pc	4
68	Door handle (Outer)4Wheeler with Dropside Body	pc	2
69	Door Handle (Inner)4Wheeler with Dropside Body	pc	2
	TOYOTA REVO DIESEL (SHB-139) (SHB-169) (SHB-189)		
70	Air Cleaner , Revo DLX Diesel Engine	pc	3
71	Oil Filter , C-101	pc	3
72	Fuel Filter , Revo DLX Diesel Engine	pc	3
73	Tires , 195 x 70R15	pc	8
74	Brake shoe , Revo DLX Diesel Engine	set	3
75	Brake pad , Revo DLX Diesel Engine	set	3
76	Leaf Spring Bushing , Rear	pc	24
77	Fan belt , 12.5 x 1050	pc	3
78	Aircon belt , 13 x 1220	pc	3
79	Power steering belt , 13 x 785	pc	3
80	Clutch master repair kit (primary)	set	3
81	Clutch master repair kit (secondary)	set	3
82	Clutch Disc	pc	3
83	Pressure Plate	pc	3
84	Release Bearing	pc	3
85	Pilot Bearing	pc	3
86	Battery , 3SM (Maintenance Free)	pc	3
87	Cross Joint	pc	6
88	Shock Absorber Rear	pc	6
89	Ball joint Upper	pc	6
90	Ball Joint Lower	pc	6
91	Tie Rod End	pc	6
92	Auxiliary Fan assembly	pc	3
93	Wiper Blade , Revo DLX Diesel Engine	pc	6
94	Transmission oil seal , Revo DLX Diesel Engine	pc	3
95	Freon oil 134A	kilo	6
96	Expansion valve , Revo DLX Diesel Engine	pc	6
97	Filter drier , Revo DLX Diesel Engine	pc	3
	TOYOTA REVO GASOLINE (SGY-250)		
98	Oil Filter , C-111	pc	1
99	Air Cleaner , Revo SR A/T Gasoline Engine	pc	1

100	Spark Plug , Revo SR A/T Gasoline Engine	pc	4
101	Battery , 2sm maintenance free	unit	1
102	Tires , 185x70R15, tubeless	pc	2
103	Brake shoe , Revo SR A/T Gasoline Engine	set	1
104	Brake pad , Revo SR A/T Gasoline Engine	set	1
105	Fan belt , 13 x 890	pc	1
106	Aircon belt , 13 x 990	pc	1
107	Power steering belt , 9.5 x 900	pc	1
108	Shock Absorber Front	pc	2
109	Wiper blade , 18 inches, 14 inches	pc	2
110	Brake master repair kit	set	1
111	Wheel cap , 5/16	pc	4
112	Ball joint Upper	pc	2
113	Ball Joint Lower	pc	2
114	Blower motor	set	1
115	Aircon system , cleaning, leaktest, flushing, recharging of freon & capilla oil with labor	lot	2
116	Auxiliary Fan Motor Assembly	pc	2
117	Expansion valve , Revo SR A/T Gasoline Engine	pc	2
118	Filter drier , Revo SR A/T Gasoline Engine	pc	1
	TOYOTA INNOVA (SHP-233)		
119	Oil Filter , C111	pc	2
120	Fuel Filter , INNOVA 2.5 DSL MT	pc	1
121	Air Cleaner , INNOVA 2.5 DSL MT	pc	1
122	Battery , 3sm Maintenance Free	pc	1
123	Tires , 205x70R15	pc	4
124	Shock Absorber Front	pc	2
125	Shock Absorber Rear	pc	2
126	Drive belt , 7PK 1515	pc	1
127	Piston ring set standard	set	1
128	Main Bearing	set	1
129	Connecting rod Bearing	set	1
130	Overhauling gasket	set	1
131	Heater plug	pc	4
132	Radiator Hose Lower	pc	1
133	Radiator Hose Upper	pc	1
134	Machineshop Work Cylinder Head and Cylinder Block	lot	1
135	Timing Belt	pc	1
136	Tensioner Bearing	set	1
137	crankshaft oil seal , INNOVA 2.5 DSL MT	pc	1
138	Clutch Disc , INNOVA 2.5 DSL MT	pc	1
139	Pressure plate , INNOVA 2.5 DSL MT	pc	1
140	Release Bearing , INNOVA 2.5 DSL MT	pc	1
141	Pilot Bearing , INNOVA 2.5 DSL MT	pc	1
142	Shock Absorber Rear , INNOVA 2.5 DSL MT	pc	2
143	Car Tint , Revo DLX Diesel Engine	lot	1
144	Brake shoe , INNOVA 2.5 DSL MT	set	1
145	Brake pad , INNOVA 2.5 DSL MT	set	1
	MITSUBISHI L300 FB (NI 0169) (AAI2595)		
146	Oil Filter , FC 306	pc	2
147	Fuel filter , FC 321	pc	2
148	Air Cleaner , L300 Versa Van M/T Diesel Type	pc	2
149	Steering Belt , 13 x 865	pc	2
150	Fan Belt , 95 x 1075	pc	2
151	Alternator Belt , L300 Versa Van M/T Diesel Type	pc	2
152	Radiator assembly	pc	2
153	Timing Belt , L300 Versa Van M/T Diesel Type	set	2
154	Battery , 3sm maintenance free	pc	2

155	Brake Pad, L300 Versa Van M/T Diesel Type	set	2
156	Brake Lining, L300 Versa Van M/T Diesel Type	set	2
157	Starter Motor assembly	set	2
158	Wiper Blade, 18", 14"	set	2
159	Brake Master Repair kit	set	2
160	Clutch Master Repair Kit primary	set	2
161	Clutch Master Repair Kit secondary	set	2
162	Tensioner Bearing	pc	2
163	Balancer Bearing	pc	2
164	Tires, 185x70R14, tubeless	pc	8
165	Freon Oil 134A	kilo	4
166	Compressor Assembly	set	2
167	Blower Motor	pc	2
168	evaporator, assembly front	set	2
169	evaporator, assembly rear	set	2
170	auxiliary fan motor assembly	set	2
171	Expansion valve, L300 Versa Van M/T Diesel Type	pc	2
172	Filter drier, L300 Versa Van M/T Diesel Type	pc	2
	MITSUBISHI ADVENTURE (SHP-805)		
173	Oil Filter, FC 306	pc	1
174	Fuel Filter, FC 321	pc	1
175	Air Cleaner, GLX M/T Diesel	pc	1
176	Steering Belt, 13x865	pc	1
177	Fan Belt, 95x1075	pc	2
178	Aircon Belt, 13x865	pc	1
179	Brake Pad, GLX M/T Diesel	pc	1
180	Brake Shoe, GLX M/T Diesel	pc	1
181	Wipper Blade, 18", 14"	set	1
182	Brake Master Kit, GLX M/T Diesel	kit	1
183	Clutch Master Kit Primary, GLX M/T Diesel	kit	1
184	Clutch Master Kit Secondary, GLX M/T Diesel	kit	1
185	Pressure Plate, GLX M/T Diesel	pc	1
186	Clutch Disc, GLX M/T Diesel	pc	1
187	Release Bearing, GLX M/T Diesel	pc	1
188	Pilot Bearing, GLX M/T Diesel	pc	1
189	Freon Oil 134A	kilo	2
190	Expansion Valve, GLX M/T Diesel	pc	2
191	Filter Drier, GLX M/T Diesel	pc	1
192	Wheel Cap, 5/8	pc	4
193	Valve cover gasket	pc	1
194	Shock absorber (rear)	pc	2
195	Shock absorber (front)	pc	2
196	Starter Motor Assembly	set	1
197	Tensioner Bearing	pc	1
198	Balancer Bearing	pc	1
199	Rack end, GLX M/T Diesel	pc	2
200	Tires, 185x70R14, tubeless	pc	4
	ISUZU CROSSWIND (SGZ-402) (SGJ-717) (SGJ-836) (SKA-303)		
201	Oil filter, C512	pc	4
202	Air cleaner, Hi-Lander Crosswind	pc	4
203	Fuel filter, FC-208A	pc	4
204	Battery, 3SM (maintenance free)	unit	4
205	Tires, 235xR15, tubeless	pc	16
206	Fan Oil	pc	12
207	Drive belt, 17 x 990	pc	4
208	Power steering belt, 13 x 1525	pc	8
209	Brake master repair kit, Hi-Lander Crosswind	set	3

210	Clutch master repair kit (primary)	set	3
211	Clutch master repair kit (secondary)	set	3
212	Brake cylinder assembly, Hi-Lander Crosswind	set	6
213	Brake hose, Hi-Lander Crosswind	set	4
214	Radiator cap, 0.90f°C, Hi-Lander Crosswind	pc	3
215	Ball joint upper L/R, Hi-Lander Crosswind	pc	8
216	Ball joint lower L/R, Hi-Lander Crosswind	pc	8
217	Tie rod end, Hi-Lander Crosswind	pc	8
218	Center link Assembly, Hi-Lander Crosswind	set	4
219	Stabilizer bushing, Hi-Lander Crosswind	pc	12
220	Suspension bushing Upper, Hi-Lander Crosswind	pc	12
221	Suspension bushing Lower, Hi-Lander Crosswind	pc	12
222	Wheel cap, Hi-Lander Crosswind	pc	12
223	Compressor Assembly	set	2
224	Evaporator Assembly Rear, Hi-Lander Crosswind	set	2
225	Evaporator Assembly Front, Hi-Lander Crosswind	set	2
226	Auxiliary Fan Motor Assembly	pc	3
227	Expansion valve, Hi-Lander Crosswind	pc	4
228	Filter drier, Hi-Lander Crosswind	pc	4
229	Shock Absorber (front)	pc	8
230	Shock Absorber (rear)	pc	8
231	4JA1-W Turbo Charger Assembly	set	2
	CHEVROLET TRAX AT (1.4 L) GAS (WE 5106)		
232	Oil filter, 19315622	pc	2
233	Brake shoe, CHEVROLET TRAX AT (1.4 L) GAS	set	1
234	Brake pad, CHEVROLET TRAX AT (1.4 L) GAS	set	1
235	Battery, 2SM	pc	1
236	Tires, 205x70R16	pc	4
237	Drive Belt Tensioner, 55565236	pc	1
238	Drive Belt A/C Compressor, 55595700	pc	1
239	Freon Oil 134A	kilo	2
240	Filter drier	pc	1
241	Expansion Valve	pc	1
242	Compressor Assembly	set	1
	JINBEI CUSTOMIZED 4-WHEELER TRUCK (ZW-1606)		
243	Oil filter, LF16118	pc	2
244	Air cleaner, 4Wheeler with Dropside Body	pc	1
245	Fuel filter, 4Wheeler with Dropside Body	pc	1
246	Drive belt, AV15X1036	set	1
247	power Steering belt, 13 x 835	pc	1
248	Shock Absorber (front)	pc	2
249	Brake shoe lining front	set	1
250	Aircon belt	pc	1
251	pressure plate, 4Wheeler with Dropside Body	pc	1
252	clutch disc, 4Wheeler with Dropside Body	pc	1
253	release bearing, 4Wheeler with Dropside Body	pc	1
254	pilot bearing, 4Wheeler with Dropside Body	pc	1
255	crankshaft oil seal, 4Wheeler with Dropside Body	pc	1
256	Brake shoe lining rear	set	1
257	Brake master repair kit	kit	1
258	Clutch master repair kit (primary)	kit	1
259	Clutch master repair kit (secondary)	kit	1
260	Tires, 7.50xR16 with tube	pc	4
261	Battery, 3sm (Maintenance Free)	unit	2
262	Wiper blade, 18"	set	1
263	Freon Oil 134A	kilo	3
264	Expasion valve	pc	1
265	Filter Drier	pc	1

	FOTON TORNADO 2 (SKV-920)		
266	Oil Filter, C526	pc	1
267	Air Cleaner	pc	1
268	Fuel Filter Assembly	pc	1
269	Drive belt, A515131	pc	2
270	Wiper blade, 18"	pc	2
271	Radiator cap, 0.90f°C	pc	1
272	Tires with Tube, 700xR16	pc	4
273	Upholstery	lot	1
274	Brake shoe lining front	set	1
275	Brake shoe lining rear	set	1
276	Battery, 6SM (Maintenance Free)	unit	1
277	Clutch master repair kit (primary)	set	1
278	Clutch Master repair kit (secondary)	set	1
279	Brake master repair kit	kit	1
280	Freon Oil 134A	kilo	2
281	Expansion valve	pc	1
282	Filter Drier	pc	1
283	Car Aircon Compressor assembly	set	1
	KINGLONG BUS (SAB-1351)		
284	Tire, 9x22.5	pc	2
285	Aircon belt	pc	4
286	Alternator belt	pc	4
287	Drive belt	pc	6
288	Tensioner belt	pc	2
289	Fan belt	pc	2
290	Fuel filter – FS19816	pc	2
291	Fuel Filter – FS19787	pc	2
292	Water separator filter	pc	4
293	Oil filter	pc	2
294	Air cleaner	pc	1
295	Pressure plate	pc	1
296	Clutch disc	pc	1
297	Release bearing	pc	1
298	Pilot bearing	pc	1
299	Brake lining	pc	4
300	Wiper blade	pc	2
301	Battery, 4D Maintenance Free	unit	2
	Toyota Hi-Lux (SHR-695)		
302	Oil Filter, C111	pc	2
303	Fuel Filter, toyota hi lux 2.5 DSL MT	pc	1
304	Air Cleaner, toyota hi lux 2.5 DSL MT	pc	1
305	Battery, 3sm Maintenance Free	pc	1
306	Tires, 265x65R17	pc	4
307	Shock Absorber Front	pc	2
308	Shock Absorber Rear	pc	2
309	Drive belt, 7PK 1515	pc	1
310	Brake pad	set	1
311	Brake Shoe	set	1
312	Timing Belt	pc	1
313	Tensioner Bearing	set	1
314	crankshaft oil seal, toyota hi lux 2.5 DSL MT	pc	1
315	Clutch Disc, toyota hi lux 2.5 DSL MT	pc	1
316	Pressure plate, toyota hi lux 2.5 DSL MT	pc	1
317	Release Bearing, toyota hi lux 2.5 DSL MT	pc	1
318	Pilot Bearing, toyota hi lux 2.5 DSL MT	pc	1
319	Expansion valve	pc	2
320	Filter drier	pc	1

321	Freon Oil 134A	kilo	2	
	TOYOTA INNOVA (P6E024)			
322	Oil Filter, C111	pc	2	
323	Fuel Filter, INNOVA 2.8 DSL MATIC	pc	1	
324	Air Cleaner, INNOVA 2.8 DSL MATIC	pc	1	
325	Battery, 3sm Maintenance Free	pc	1	
326	Drive belt, 7PK 1515	pc	1	
327	Radiator Hose Lower	pc	1	
328	Radiator Hose Upper	pc	1	
329	Shock Absorber Front, INNOVA 2.8 DSL MATIC	pc	2	
330	Shock Absorber Rear, INNOVA 2.8 DSL MATIC	pc	2	
331	Brake shoe, INNOVA 2.8 DSL Matic	set	1	
332	Brake pad, INNOVA 2.8 DSL Matic	set	1	

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: **RM - MOTOR VEHICLE (PARTS AND LABOR)**
PROJECT NO. **CGSD-23-VRM-0427**

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	JAC Aircon Bus (XM-2054) (XM-2056)	
1	Tire, 11x20, tubeless	
2	Aircon belt, 15A 1850	
3	Alternator belt, V15 x 1110	
4	Drive belt, 12.5 x 1750	
5	Tensioner belt, 20A 1625	
6	Fan belt, 22 x 980	
7	Fuel filter, Bus YC6J230-20 (small)	
8	Fuel Filter, Bus YC6J230-20 (big)	
9	Water separator filter, Bus YC6J230-20	
10	Oil filter, Bus YC6J230-20	
11	Air cleaner, Bus YC6J230-20	
12	Pressure plate, Bus YC6J230-20	
13	Clutch disc, Bus YC6J230-20	
14	Release bearing, Bus YC6J230-20	
15	Pilot bearing, Bus YC6J230-20	
16	Brake lining, Bus YC6J230-20	
17	Wiper blade, 28", alloy,	
18	Battery, 4D Maintenance Free	
	TOYOTA COASTER (SAA-3385)	
19	Oil Filter	
20	Air Cleaner	
21	Fuel Filter Assembly	
22	Drive belt,	
23	Brake shoe lining front	
24	Brake shoe lining rear	
25	pressure plate	
26	clutch disc	
27	release bearing	
28	pilot bearing	
29	Tires 7.50 r16	
30	Battery, 2sm (Maintenance Free)	
31	Freon Oil 134A	
32	Expansion valve	
33	Filter Drier	
34	Condenser fan Blower	
	ISUZU TOW TRUCK (SHL-770)	
35	Oil Filter, C526	
36	Air Cleaner	
37	Fuel Filter Assembly	
38	Drive belt, A515131	

39	Wiper blade, 18inches,14inches	
40	Tires with Tube, 750xR16	
41	Brake shoe lining front	
42	Brake shoe lining rear	
43	Battery, 2SM (Maintenance Free)	
44	Clutch master assembly (primary)	
45	Clutch Master Assembly (secondary)	
46	Brake master Assembly	
47	Hydrovac assembly	
48	Clutch Disc	
49	Pressure plate	
50	Release Bearing	
51	Pilot Bearing	
52	Signal light assembly front L/R	
	JBC JINBEI TRUCK (SKL-638)	
53	Oil filter, LF16118	
54	Air cleaner, 4Wheeler with Dropside Body	
55	Fuel filter, 4Wheeler with Dropside Body	
56	Drive belt, AV15X1036	
57	power Steering belt, 13 x 835	
58	Power Steering Pump Assembly	
59	Brake shoe lining front	
60	pressure plate, 4Wheeler with Dropside Body	
61	clutch disc, 4Wheeler with Dropside Body	
62	release bearing, 4Wheeler with Dropside Body	
63	pilot bearing, 4Wheeler with Dropside Body	
64	crankshaft oil seal, 4Wheeler with Dropside Body	
65	Tires, 7.50xR16 with tube	
66	Battery, 6sm (Maintenance Free)	
67	Wheel Cylinder	
68	Door handle (Outer)4Wheeler with Dropside Body	
69	Door Handle (Inner)4Wheeler with Dropside Body	
	TOYOTA REVO DIESEL (SHB-139) (SHB-169) (SHB-189)	
70	Air Cleaner , Revo DLX Diesel Engine	
71	Oil Filter , C-101	
72	Fuel Filter , Revo DLX Diesel Engine	
73	Tires , 195 x 70R15	
74	Brake shoe , Revo DLX Diesel Engine	
75	Brake pad , Revo DLX Diesel Engine	
76	Leaf Spring Bushing , Rear	
77	Fan belt , 12.5 x 1050	
78	Aircon belt , 13 x 1220	
79	Power steering belt , 13 x 785	
80	Clutch master repair kit (primary)	
81	Clutch master repair kit (secondary)	
82	Clutch Disc	
83	Pressure Plate	
84	Release Bearing	
85	Pilot Bearing	
86	Battery , 3SM (Maintenance Free)	
87	Cross Joint	
88	Shock Absorber Rear	
89	Ball joint Upper	
90	Ball Joint Lower	
91	Tie Rod End	
92	Auxiliary Fan assembly	
93	Wiper Blade , Revo DLX Diesel Engine	

94	Transmission oil seal, Revo DLX Diesel Engine	
95	Freon oil 134A	
96	Expansion valve, Revo DLX Diesel Engine	
97	Filter drier, Revo DLX Diesel Engine	
	TOYOTA REVO GASOLINE (SGY-250)	
98	Oil Filter, C-111	
99	Air Cleaner, Revo SR A/T Gasoline Engine	
100	Spark Plug, Revo SR A/T Gasoline Engine	
101	Battery, 2sm maintenance free	
102	Tires, 185x70R15, tubeless	
103	Brake shoe, Revo SR A/T Gasoline Engine	
104	Brake pad, Revo SR A/T Gasoline Engine	
105	Fan belt, 13 x 890	
106	Aircon belt, 13 x 990	
107	Power steering belt, 9.5 x 900	
108	Shock Absorber Front	
109	Wiper blade, 18 inches, 14 inches	
110	Brake master repair kit	
111	Wheel cap, 5/16	
112	Ball joint Upper	
113	Ball Joint Lower	
114	Blower motor	
115	Aircon system, cleaning, leaktest, flushing, recharging of freon & capilla oil with labor	
116	Auxiliary Fan Motor Assembly	
117	Expansion valve, Revo SR A/T Gasoline Engine	
118	Filter drier, Revo SR A/T Gasoline Engine	
	TOYOTA INNOVA (SHP-233)	
119	Oil Filter, C111	
120	Fuel Filter, INNOVA 2.5 DSL MT	
121	Air Cleaner, INNOVA 2.5 DSL MT	
122	Battery, 3sm Maintenance Free	
123	Tires, 205x70R15	
124	Shock Absorber Front	
125	Shock Absorber Rear	
126	Drive belt, 7PK 1515	
127	Piston ring set standard	
128	Main Bearing	
129	Connecting rod Bearing	
130	Overhauling gasket	
131	Heater plug	
132	Radiator Hose Lower	
133	Radiator Hose Upper	
134	Machineshop Work Cylinder Head and Cylinder Block	
135	Timing Belt	
136	Tensioner Bearing	
137	crankshaft oil seal, INNOVA 2.5 DSL MT	
138	Clutch Disc, INNOVA 2.5 DSL MT	
139	Pressure plate, INNOVA 2.5 DSL MT	
140	Release Bearing, INNOVA 2.5 DSL MT	
141	Pilot Bearing, INNOVA 2.5 DSL MT	
142	Shock Absorber Rear, INNOVA 2.5 DSL MT	
143	Car Tint, Revo DLX Diesel Engine	
144	Brake shoe, INNOVA 2.5 DSL MT	
145	Brake pad, INNOVA 2.5 DSL MT	
	MITSUBISHI L300 FB (NI 0169) (AAI2595)	
146	Oil Filter, FC 306	
147	Fuel filter, FC 321	

148	Air Cleaner , L300 Versa Van M/T Diesel Type	
149	Steering Belt , 13 x 865	
150	Fan Belt , 95 x 1075	
151	Alternator Belt , L300 Versa Van M/T Diesel Type	
152	Radiator assembly	
153	Timing Belt , L300 Versa Van M/T Diesel Type	
154	Battery , 3sm maintenance free	
155	Brake Pad , L300 Versa Van M/T Diesel Type	
156	Brake Lining , L300 Versa Van M/T Diesel Type	
157	Starter Motor assembly	
158	Wiper Blade , 18", 14"	
159	Brake Master Repair kit	
160	Clutch Master Repair Kit primary	
161	Clutch Master Repair Kit secondary	
162	Tensioner Bearing	
163	Balancer Bearing	
164	Tires , 185x70R14, tubeless	
165	Freon Oil 134A	
166	Compressor Assembly	
167	Blower Motor	
168	evaporator , assembly front	
169	evaporator , assembly rear	
170	auxiliary fan motor assembly	
171	Expansion valve , L300 Versa Van M/T Diesel Type	
172	Filter drier , L300 Versa Van M/T Diesel Type	
	MITSUBISHI ADVENTURE (SHP-805)	
173	Oil Filter , FC 306	
174	Fuel Filter , FC 321	
175	Air Cleaner , GLX M/T Diesel	
176	Steering Belt , 13x865	
177	Fan Belt , 95x1075	
178	Aircon Belt , 13x865	
179	Brake Pad , GLX M/T Diesel	
180	Brake Shoe , GLX M/T Diesel	
181	Wipper Blade , 18", 14"	
182	Brake Master Kit , GLX M/T Diesel	
183	Clutch Master Kit Primary , GLX M/T Diesel	
184	Clutch Master Kit Secondary , GLX M/T Diesel	
185	Pressure Plate , GLX M/T Diesel	
186	Clutch Disc , GLX M/T Diesel	
187	Release Bearing , GLX M/T Diesel	
188	Pilot Bearing , GLX M/T Diesel	
189	Freon Oil 134A	
190	Expansion Valve , GLX M/T Diesel	
191	Filter Drier , GLX M/T Diesel	
192	Wheel Cap , 5/8	
193	Valve cover gasket	
194	Shock absorber (rear)	
195	Shock absorber (front)	
196	Starter Motor Assembly	
197	Tensioner Bearing	
198	Balancer Bearing	
199	Rack end , GLX M/T Diesel	
200	Tires , 185x70R14, tubeless	
	ISUZU CROSSWIND (SGZ-402) (SGJ-717) (SGJ-836) (SKA-303)	
201	Oil filter , C512	
202	Air cleaner , Hi-Lander Crosswind	

203	Fuel filter, FC-208A	
204	Battery, 3SM (maintenance free)	
205	Tires, 235xR15, tubeless	
206	Fan Oil	
207	Drive belt, 17 x 990	
208	Power steering belt, 13 x 1525	
209	Brake master repair kit, Hi-Lander Crosswind	
210	Clutch master repair kit (primary)	
211	Clutch master repair kit (secondary)	
212	Brake cylinder assembly, Hi-Lander Crosswind	
213	Brake hose, Hi-Lander Crosswind	
214	Radiator cap, 0.90f°C, Hi-Lander Crosswind	
215	Ball joint upper L/R, Hi-Lander Crosswind	
216	Ball joint lower L/R, Hi-Lander Crosswind	
217	Tie rod end, Hi-Lander Crosswind	
218	Center link Assembly, Hi-Lander Crosswind	
219	Stabilizer bushing, Hi-Lander Crosswind	
220	Suspension bushing Upper, Hi-Lander Crosswind	
221	Suspension bushing Lower, Hi-Lander Crosswind	
222	Wheel cap, Hi-Lander Crosswind	
223	Compressor Assembly	
224	Evaporator Assembly Rear, Hi-Lander Crosswind	
225	Evaporator Assembly Front, Hi-Lander Crosswind	
226	Auxiliary Fan Motor Assembly	
227	Expansion valve, Hi-Lander Crosswind	
228	Filter drier, Hi-Lander Crosswind	
229	Shock Absorber (front)	
230	Shock Absorber (rear)	
231	4JA1-W Turbo Charger Assembly	
	CHEVROLET TRAX AT (1.4 L) GAS (WE 5106)	
232	Oil filter, 19315622	
233	Brake shoe, CHEVROLET TRAX AT (1.4 L) GAS	
234	Brake pad, CHEVROLET TRAX AT (1.4 L) GAS	
235	Battery, 2SM	
236	Tires, 205x70R16	
237	Drive Belt Tensioner, 55565236	
238	Drive Belt A/C Compressor, 55595700	
239	Freon Oil 134A	
240	Filter drier	
241	Expansion Valve	
242	Compressor Assembly	
	JINBEI CUSTOMIZED 4-WHEELER TRUCK (ZW-1606)	
243	Oil filter, LF16118	
244	Air cleaner, 4Wheeler with Dropside Body	
245	Fuel filter, 4Wheeler with Dropside Body	
246	Drive belt, AV15X1036	
247	power Steering belt, 13 x 835	
248	Shock Absorber (front)	
249	Brake shoe lining front	
250	Aircon belt	
251	pressure plate, 4Wheeler with Dropside Body	
252	clutch disc, 4Wheeler with Dropside Body	
253	release bearing, 4Wheeler with Dropside Body	
254	pilot bearing, 4Wheeler with Dropside Body	
255	crankshaft oil seal, 4Wheeler with Dropside Body	
256	Brake shoe lining rear	
257	Brake master repair kit	
258	Clutch master repair kit (primary)	
259	Clutch master repair kit (secondary)	

260	Tires, 7.50xR16 with tube	
261	Battery, 3sm (Maintenance Free)	
262	Wiper blade, 18"	
263	Freon Oil 134A	
264	Expansion valve	
265	Filter Drier	
	FOTON TORNADO 2 (SKV-920)	
266	Oil Filter, C526	
267	Air Cleaner	
268	Fuel Filter Assembly	
269	Drive belt, A515131	
270	Wiper blade, 18"	
271	Radiator cap, 0.90f°C	
272	Tires with Tube, 700xR16	
273	Upholstery	
274	Brake shoe lining front	
275	Brake shoe lining rear	
276	Battery, 6SM (Maintenance Free)	
277	Clutch master repair kit (primary)	
278	Clutch Master repair kit (secondary)	
279	Brake master repair kit	
280	Freon Oil 134A	
281	Expansion valve	
282	Filter Drier	
283	Car Aircon Compressor assembly	
	KINGLONG BUS (SAB-1351)	
284	Tire, 9x22.5	
285	Aircon belt	
286	Alternator belt	
287	Drive belt	
288	Tensioner belt	
289	Fan belt	
290	Fuel filter – FS19816	
291	Fuel Filter – FS19787	
292	Water separator filter	
293	Oil filter	
294	Air cleaner	
295	Pressure plate	
296	Clutch disc	
297	Release bearing	
298	Pilot bearing	
299	Brake lining	
300	Wiper blade	
301	Battery, 4D Maintenance Free	
	Toyota Hi-Lux (SHR-695)	
302	Oil Filter, C111	
303	Fuel Filter, toyota hi lux 2.5 DSL MT	
304	Air Cleaner, toyota hi lux 2.5 DSL MT	
305	Battery, 3sm Maintenance Free	
306	Tires, 265x65R17	
307	Shock Absorber Front	
308	Shock Absorber Rear	
309	Drive belt, 7PK 1515	
310	Brake pad	
311	Brake Shoe	
312	Timing Belt	
313	Tensioner Bearing	
314	crankshaft oil seal, toyota hi lux 2.5 DSL MT	

315	Clutch Disc , toyota hi lux 2.5 DSL MT	
316	Pressure plate , toyota hi lux 2.5 DSL MT	
317	Release Bearing , toyota hi lux 2.5 DSL MT	
318	Pilot Bearing , toyota hi lux 2.5 DSL MT	
319	Expansion valve	
320	Filter drier	
321	Freon Oil 134A	
	TOYOTA INNOVA (P6E024)	
322	Oil Filter , C111	
323	Fuel Filter , INNOVA 2.8 DSL MATIC	
324	Air Cleaner , INNOVA 2.8 DSL MATIC	
325	Battery , 3sm Maintenance Free	
326	Drive belt , 7PK 1515	
327	Radiator Hose Lower	
328	Radiator Hose Upper	
329	Shock Absorber Front , INNOVA 2.8 DSL MATIC	
330	Shock Absorber Rear , INNOVA 2.8 DSL MATIC	
331	Brake shoe , INNOVA 2.8 DSL Matic	
332	Brake pad , INNOVA 2.8 DSL Matic	
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) **in accordance with Section 8.5.2 of the IRR;**

Technical Documents

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

Financial Documents

- ☐ (g) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) (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

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

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

- ☐ (i) *[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.
- ☐ (j) 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

- **Statement of Warranty: Minimum of six (6) months**
- **Photo/s of existing repair shop**

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

