



Republic of the Philippines
Department of Science and Technology
PHILIPPINE SCIENCE HIGH SCHOOL-BICOL REGION CAMPUS
Tagongtong, Goa, Camarines Sur



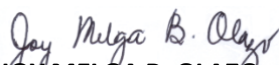
Invitation for Negotiated Procurement

Procurement of Office Supplies and Consumables (Supply and Delivery)

1. In view of the two (2) failed public biddings, the Philippine Science High School-Bicol Region Campus invites interested PHILGEPS registered bidders to apply for eligibility and to participate in the negotiation for the project, Procurement of Office Supplies and Other Consumables (Supply and Delivery) in accordance with section 53.1 of the Implementing Rules and Regulations (IRR) of Republic Act (R.A) 9184, otherwise known as the Government Procurement Reform Act." The Approved Budget for the Contract (ABC) is **FIVE HUNDRED SEVENTY-FIVE THOUSAND FIVE HUNDRED FORTY-EIGHT PESOS (Php 575,548.00)**. Bid and final offer in excess of the ABC shall be automatically rejected.
2. The documents stated in the checklist attached and Best and Final offer shall be submitted in one (1) original and three (3) copies on or before September 15, 2020 at the Seminar Hall, 1:30 o'clock in the afternoon. Opening of Negotiation documents will be on September 15, 2020 at 1:35 PM.

Due to the COVID-19 pandemic which limits our mobility to personally attend meetings and biddings, you may send through courier the bid documents in the same number of copies. However, you may submit in advance scanned copies of those documents to be emailed to bac@brc.pshs.edu.ph together with a scanned copy of the receipt from the courier where the hard copies of bid documents were sent before the bid opening. Should you want to attend the bidding on-line, the zoom or google meet link will be sent to you once participation to the negotiation is confirmed.

3. The winning bidder shall submit a performance security/bond within 7 calendar days from receipt of Notice of Award (NOA) and Contract. Delivery period shall be within forty-five (45) calendar days after the receipt of the Notice to Proceed.
4. Bidders may obtain further information from Philippine Science High School-Bicol Region Campus at the address given below from **8:00 o'clock in the morning until 5:00 o'clock in the afternoon on September 8, 2020 to September 15, 2020**.
5. Partial bid is NOT allowed. Bidder shall have to bid all items indicated in the Lot. Indicate in the Technical Specifications whether you COMPLY or NOT COMPLY.
6. The **Philippine Science High School-Bicol Region Campus** reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
7. For further information, please refer to:


JOY MELGA B. OLAZO
BAC Secretariat

Philippine Science High School- Bicol Region Campus
Tagongtong, Goa, Camarines Sur
Tel # 09175081316/09175801318

SEVEDEO J. MALATE
BAC Chairman

A handwritten signature in black ink, consisting of a large, stylized 'S' followed by a circular flourish and a small arrow pointing downwards and to the left.

1. Documents Comprising the Bid: Eligibility and Technical Components

The first envelope **shall contain the following** eligibility **and** technical documents:

(a) Eligibility Documents –

Class “A” Documents

PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR, provided, that the winning bidder shall register with the PhilGEPS in accordance with Section 37.1.4 of the IRR;

Mayor’s Permit or Business Permit

Income/Business Tax Return

NFCC computation in accordance with ITB Clause 5.5.

Class “B” Documents

(iii) If applicable, Joint Venture Agreement (JVA) in accordance with RA 4566.

(b) Technical Documents –

(i) Bid security in accordance with ITB Clause 18. The Bidder shall submit Bid Securing Declaration OR any form of Bid Security in an amount stated in the **BDS**:

(i.1) Cash or cashier’s/manager’s check, bank draft/guarantee or an irrevocable letter of credit issued by a universal or commercial bank;

(i.2) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.

(ii) Omnibus Sworn Statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed in the Bidding Forms.

2. Documents Comprising the Bid: Financial Component

a) Financial Bid Form, which includes bid prices according to the Technical Specifications

b) Bid Amount



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TECHNICAL SPECIFICATIONS

OFFICE SUPPLIES SPECIFICATIONS FY 2020

| Lot No. | Item No. | Specifications | Qty | Unit |
|---------|----------|---|-----|--------|
| 1 | 1 | Multicopy paper, A4, at least 80gsm | 300 | ream |
| | 2 | Multicopy paper, Legal, at least 80gsm | 100 | ream |
| | 3 | Multicopy paper, short, at least 80 gsm | 100 | ream |
| | 4 | Epson Ink. 003, black for L3110 | 60 | Bottle |
| | 5 | Flash Drive, at least 16GB | 20 | piece |
| | 6 | Alcohol, 500ml | 100 | bottle |
| | 7 | Hand Sanitizer, at least 500ml | 100 | bottle |
| | 8 | Envelope, Brown, A4 | 300 | Piece |
| | 9 | Envelope, Brown, Legal | 300 | piece |
| | 10 | Folder, Expandable, A4 | 400 | piece |
| | 11 | Folder, Plain, A4 | 200 | piece |
| | 12 | Folder, Plain, Legal | 200 | piece |
| | 13 | Marker, permanent, red | 50 | piece |
| | 14 | Ink, HP 704, black | 60 | piece |
| | 15 | Ink, HP 704, colored | 60 | piece |
| | 16 | Folder, Morocco, blue, short | 50 | piece |
| | 17 | Folder, Morocco, blue, Legal | 50 | piece |
| | 18 | Marker, whiteboard, red | 50 | piece |
| | 19 | Envelope, with zipper, short | 12 | piece |
| | 20 | Envelope, with zipper, long | 12 | piece |
| | 21 | Sticky tab marker | 5 | pack |

| | | | |
|----|---|-----|--------|
| 22 | Photopaper, A4 | 50 | pack |
| 23 | Record book, 300 pages | 50 | piece |
| 24 | Ring binder 1/2" | 50 | piece |
| 25 | Ring binder 3/4" | 50 | piece |
| 26 | Double sided tape, 1" | 30 | roll |
| 27 | Puncher, 3 holes for Arch file | 5 | piece |
| 28 | HDMI cable, 10meters | 2 | piece |
| 29 | HDMI cable, 5meters | 5 | piece |
| 30 | HDMI cable, 2meters | 10 | piece |
| 31 | Paper, multicopy, 80gsm, size: 210mm x 297mm (A4) | 200 | Ream |
| 32 | Ink Cart, Epson C13T664100 (T6641), Black | 25 | Bottle |
| 33 | Ink Cart, Epson C13T664200 (T6642), Cyan | 10 | Bottle |
| 34 | Ink Cart, Epson C13T664300 (T6643), Magenta | 10 | Bottle |
| 35 | Ink Cart, Epson C13T664400 (T6644), Yellow | 10 | Bottle |
| 36 | Ink, Epson 003, Black | 25 | Bottle |
| 37 | Ink, Epson 003, Cyan | 10 | bottle |
| 38 | Ink, Epson 003, Yellow | 10 | Bottle |
| 39 | Ink, Epson 003, Magenta | 10 | Bottle |
| 40 | Paper, Multicopy, legal | 100 | Ream |
| 41 | Bulb, LED, at least 20watts | 100 | Piece |
| 42 | Tubular lamp, 602mm x 30mm | 100 | Piece |
| 43 | Door knob, cylindrical type | 50 | Piece |
| 44 | Water proofing sealant | 1 | Pail |
| 45 | Electrical tape | 50 | Roll |
| 46 | Teflon | 100 | Roll |
| 47 | Trash bag, XXL, black | 500 | Piece |
| 48 | Trash bag, medium | 300 | Piece |
| 49 | Liquid Soda | 20 | Bottle |
| 50 | Floor wax, red, at least 900grams | 20 | Can |
| 51 | Disinfectant spray, 500ml | 100 | Can |
| 52 | Hand soap, (bar) | 100 | Piece |
| 53 | Detergent powder, at least 1kilogram | 30 | Pack |
| 54 | Muriatic acid, 1 liter | 80 | Bottle |
| 55 | Disinfectant spray, at least 500ml | 100 | Bottle |
| 56 | Bleach, 1 liter | 50 | Bottle |
| 57 | Battery AA | 100 | Piece |
| 58 | Insecticide Spray at least 500ml | 100 | Bottle |
| 59 | Rags, round, 1 kilo per bundle | 20 | Kilo |
| 60 | Tissue paper, 2 ply | 100 | Roll |
| 61 | Trash bag, XXXL, at least 10pcs/roll | 60 | Roll |
| 62 | Trash bag, medium, 10pcs/roll | 40 | Roll |
| 63 | Liquid Sosa, at least 1 liter | 30 | Bottle |

| | | | | |
|--|----|------------------|---|-------|
| | 64 | Desk/Paper tray | 2 | Piece |
| | 65 | Computer table | 2 | Unit |
| | 66 | Paper shredder | 1 | Unit |
| | 67 | Computer speaker | 1 | Unit |
| | 68 | Broom | 1 | Piece |
| | 69 | Dust pan | 1 | piece |

ROFFE R. FAJARDO

BAC-TWG Chair

JOHN RHAYEL S. DELOS SANTOS

BAC-TWG Member

JUNLEE M. VARGAS

BAC-TWG Member

Approved by:

LORVI B. PAGOROGON

Director III

Bidding Forms

Bid Form

Date: _____

Invitation to Bid¹ N°: _____

To: *[name and address of Procuring Entity]*

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:²

| Name and address of agent | Amount and Currency | Purpose of Commission or gratuity |
|------------------------------|------------------------|--------------------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| (if none, state "None") | | |

¹ If ADB, JICA and WB funded projects, use IFB.

² Applicable only if the Funding Source is the ADB, JICA or WB.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

For Goods Offered From Abroad (if applicable)

Name of Bidder _____, Invitation to Bid³ Number _____. Page _____ of _____.

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|------|-------------|-------------------|----------|--|---|--|--------------------------------------|--|
| Item | Description | Country of origin | Quantity | Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination) | Total CIF or CIP price per item (col. 4 x 5) | Unit Price Delivered Duty Unpaid (DDU) | Unit price Delivered Duty Paid (DDP) | Total Price delivered DDP (col 4 x 8) |
| | | | | | | | | |

³ If ADB, JICA and WB funded projects, use IFB.

| | | | | | | | | |
|--|--|--|--|--|--|--|--|--|
| | | | | | | | | |
|--|--|--|--|--|--|--|--|--|

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

For Goods Offered From Within the Philippines (if applicable)

Name of Bidder _____. Invitation to Bid⁴ Number _____. Page _ of _____.

[illegible]

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

⁴ If ADB, JICA and WB funded projects, use IFB.

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)

CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized Special Power of Attorney;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of*

the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____,
Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

* This form will not apply for WB funded projects.

Bank Guarantee Form for Advance Payment

To: *[name and address of PROCURING ENTITY]*
 [name of Contract]

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause **Error! Reference source not found.** of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called the “Supplier”) shall deposit with the PROCURING ENTITY a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the PROCURING ENTITY on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the PROCURING ENTITY and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

BID SECURING DECLARATION FORM

REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S.S.

X-----X

BID SECURING DECLARATION

Invitation to Bid: *[Insert Reference number]*

To: *[Insert name and address of the Procuring Entity]*

I/We⁵, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting order; and, (b) I/we will pay the applicable fine provided under Section 6

⁵ Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.

3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
- (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
 - (c) I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

[Insert NAME OF BIDDER'S AUTHORIZED

REPRESENTATIVE]

[Insert Signatory's Legal Capacity]

Affiant

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

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