

development academy of the philippines

BIDS & AWARRA CMC #1 CID 251 C>B 11.04 Tf 0 0 1 60.024 722.14 Tm 0 0 TET CMC Spark CID B (6) BDC 0.0000083 0 914 81.

with Approved Budget for the Contract of P2,100,000.⁰⁰ Invitation to Bid No.: IB No. IB23-408966-07

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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

- 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.

BACP TJ

DTI ±Department of Trade and Industry.

EXW ±Ex works.

FCA ±³) UHH & DUULHU´ VKLSSLQJ SRLQW

FOB ±³) UHH RQ %RDUG´ VKLSSLQJ SRLQW

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 S X U F K D V H V R W K H U Z L I W H ´ N Q U R Z Q D D G V H ³ B F D U O W K H G X U D W L R Q F 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 (Q W L W \ I R U V X F K V H U Y L F H V 7 K H W H U P ³ U H O D W H G ´ R U ³ D 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



development academy of the philippines

BIDS & AWARDS COMMITTEE SO NO. 2023-047 DATED 16 MAY 2023

INVITATION TO BID

FOR

PROCUREMENT OF BRAND NEW CUSTOMIZED BLACK DIAL BLACK LEATHER STRAP WATCHES AS DAP 50TH ANNIVERSARY

per Invitation to Bid No.: IB23-40896607

1. The **Development Academy of the Philippines (DAP)**, through the Corporate Operating Budget (COB) for FY 2023 intends to apply the sum of **TWO MILLION AND ONE HUNDRED THOUSAND PESOS (P2,100,000.00)** being the Approved Budget for the Contract (ABC) under the contract for **NEW CUSTOMIZED BLACK DIAL BLACK LEATHER STRAP WATCHES AS** per Invitation to Bid No. IB23-408966-07. **Bids received in excess of the ABC shall be automatically rejected at bid opening.**
2. The **DAP**

the latest Guidelines issued by the GPPB, the cost for the Official Bidding Documents is **TWO THOUSAND PESOS (P2,000.00)**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the DAP

For online bid submission: <http://bidms.dap.edu.ph/page/>

Issued this 27th day of October 2023.

For the DAP Bids & Awards Committee 2:



ALAN S. CAJES
Chairperson, BAC

>> Nothing Follows <<

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder should have completed at least two (2) similar contracts and the aggregate contract amounts should be equivalent to at least fifty percent (50%) of the ABC; and that the largest of these similar contracts must be equivalent to at least twenty-five percent (25%) 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 (Section 23.4.1.3) and Section 23.4.1.4 of the 2016 IRR of RA No.9184 (Section 23.4.1.4).

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. 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 **through videoconferencing/webcasting** as indicated in paragraph 7 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 Eligibility and Technical Documents)**.
- 10.2 The Bidder's bid shall be accompanied by a copy of the Bidder's **Ž**

accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office

source country.

ii. The price of other

eligible bidders who have submitted bids that are found to be technically and financially compliant,

Section III. Bid Data Sheet

Conformity with the Technical Specifications. Bidders

Section V

**GCC
Clause**

GCC Clause	Details of SPECIAL CONDITIONS OF CONTRACT
<p>2.2 Terms of Payment</p>	<p>Intellectual Property Rights 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> <p>One hundred percent (100%) in thirty (30) days after final acceptance</p>

Section VII. Technical Specifications

Instructions: 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 the 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.

Item	Specification	Qty	unit	Statement of Compliance
Brand New Customized Black Dial Black Leather Strap Watches	<p>Dial Color: Black</p> <p>Case Material: All stainless steel</p> <p>Glass/Lens Material: Mineral crystal</p> <p>Water resistance: 3 ATM</p> <p>Analog: 3 hands (hour, minute, second)</p> <p>Movement: Japan Quartz</p> <p>Regular timekeeping</p> <p>Battery-operated</p> <p>Case diameter: 40mm (for male)</p> <p>Case diameter: 32mm (for female)</p> <p>Strap material: Croc pattern black genuine leather strap</p> <p>Strap width: 16-18mm (for male)</p> <p>Strap width: 14-16mm (for female)</p> <p>Weight: 40-80 grams</p> <p>With DAP 50th Anniv logo imprint on watch face and series number etching at the back</p> <p>With watch case/box</p>	700	pcs	



Section VIII. Checklist of Technical and Financial Documents

01. *All submissions of the Bidder must clearly indicate the paper the document number. For example, photocopy of valid PhilGEPS registration papers (i.e., 5pcs) of "Bidder Corporation", **Technical Component** should be marked*

<p>Clear and readable Photocopy of valid Mayor's/Business Permit or its Equivalent Document;</p> <p>Clear and readable Photocopy of Tax Clearance Certificate for FY2022 issued by the Bureau of Internal Revenue (BIR);</p> <p>Clear and readable Photocopy of Audited Financial Statements for FY2021 and FY2022 stamped "received" by the BIR or its duly accredited and authorized institutions.</p>		
<p>Technical Documents</p>	<p>mark</p>	<p>As Checked</p>

- 2) 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, per



01.

Section IX. BIDDING FORMS

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Form 10:	.46



INSTRUCTIONS to BIDDERS

THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE FINANCIAL DOCUMENTS MARKED AS **F01**
THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR

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 below¹:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTE: if none, state “*None*”

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 or any Bid you may receive; and,

We certify/confirm that we comply with the eligibility requirements pursuant to the OBD.

	Weight: 40-80 grams With DAP 50th Anniv logo imprint on watch face and series number etching at the back With watch case/box								
--	---	--	--	--	--	--	--	--	--

For Goods Offered From Abroad

Name of Bidder _____

Page __ of ____.

Invitation to Bid Number:

1

2

3

4

5

6

7

INSTRUCTIONS: THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.
X-----X

*Invitation to Bid No. **IB23-408966-07***

To: **Development Academy of the Philippines**
dapbacsec@dap.edu.ph

I/We², 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 procurement 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 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 No. 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) U08877] TJET()-()32(on)22()-53(t)-4b] 0 d 5.78 Tm0 G[(U616.490 595.44 841.92 reW* nBT

*Invitation to Bid No. **IB23-408966-07***

THIS AGREEMENT made the _____ day of _____ 20____ between Development Academy of the Philippines hereinafter called “DAP” of the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called “the Supplier”) of the other part:

WHEREAS the Entity invited Bids for certain goods and ancillary services, viz.,

<i>for the Development Academy of the Philippines (“DAP”):</i>	<i>for the {name of the Firm of the Winning Bidder} (“SUPPLIER”):</i>
Atty. ENGELBERT C. CARONAN, JR., MNSA <i>President and CEO</i>	name of Authorized Representative. <i>position-title of “Supplier”</i>
witnesses	

Witness1 of DAP
position-

INSTRUCTIONS: THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER S LETTERHEAD

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 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, 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

NGOING

Bidder's LETTERHEAD

INSTRUCTIONS to BIDDERS

THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL COMPONENT MARKED AS **T08**

- A. Summary of the Applicant/Bidder's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 2022
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = [(current asset minus current liabilities) (**15**)] minus [value of all outstanding or uncompleted portions of the projects under ongoing contracts including awarded contracts yet to be started coinciding with the contract to be bid].

**The values of the domestic bidder
Audited Financial Statements submitted to the BIR.**

latest

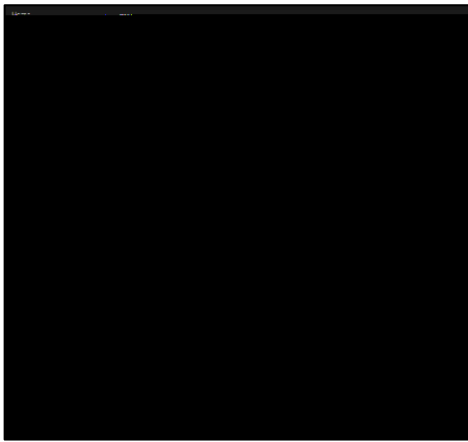
	Amount
Current Assets	
Less: Current Liabilities	
Net Current Assets	
Multiplied by 15	x 15
Sub-Total	
Less: Total value of all outstanding or uncompleted portions of the projects under on-going contracts including awarded contracts yet to be started coinciding with the contract to be negotiated	
Net Financial Contracting Capacity (NFCC)	

Herewith attached are certified true copies of the Income Tax Return (*filed through the Electronic Filing and Payments System (EFPS)*) and Audited Financial Statement: stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year.

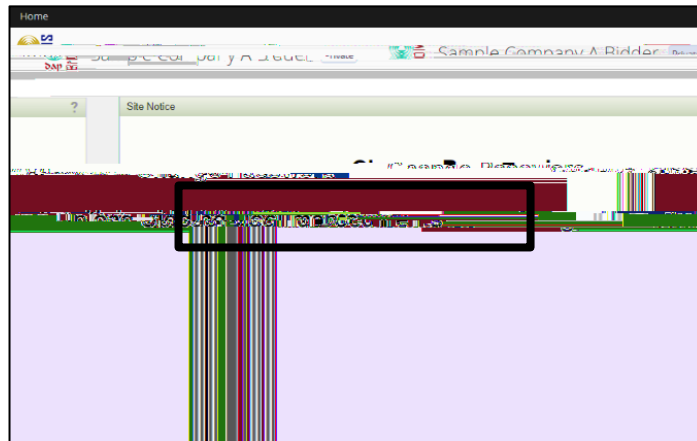
NOTE: If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

N	<p style="text-align: center;">FILENAME</p> <p style="text-align: center;">* The structure of the "final-filename" followed the file structure below. The first 3 characters of the filename refers to the document-tag;</p> <p>* The " " represents the page-number of the file (if in jpg-format), or the last page-number if the file is in pdf-format. In case there is only one page, " " will be " "; and,</p> <p>* The suffix "< " >" was replaced by the .</p>	
	<p style="text-align: center;"><BidderName></p> <p><i>INSTRUCTIONS: The duly adjusted/filled-out, printed, and signed LOA <u>should be placed prior to the Opening of the secured zip-file bid.</u> The LOA can be read without opening any part of the submitted bid.</i></p>	
	T01_XXX=PhilGEPS_Registration=<BidderName>	
	T02_XXX=EXCEL_All_Ongoing_Contracts=<BidderName>	
	T02_XXX=IMAGE_All_Ongoing_Contracts=<BidderName>	
	T03_XXX=Single_Largest_Completed_Contract=<BidderName>	
	T03_XXX=Single_Largest_Completed_Contract=<BidderName>	
	T04_XXX=Bid_Security=<BidderName>	
	T05_XXX=Technical_Specifications=<BidderName>	
	T06_XXX=Omnibus_Sworn_Statement=<BidderName>	
	T07_XXX=Company_Profile=<BidderName>	
	T08_XXX=NFCC_computation=<BidderName>	
	T09_XXX=VALID_Joint_Venture_Agreement=<BidderName>	
	<p><i>INSTRUCTIONS: If the Bidder will not have any joint venture agreement (JVA) with any juridical entity/ies, the Bidder is still required to issue a Statement, written in its letterhead, clearly indicating that the Bidder will not enter into any JVA for this Project.</i></p>	
	F01_XXX=FINANCIAL_BID_FORM=<BidderName>	
	F02_XXX= PRICE_SCHEDULE=<BidderName>	

5. The Bidder should change their password;



6. After changing the password, the Bidder can now upload their electronic bid submission in two (2) password protected compressed folders (zip/rar);



7. The Bidder could either upload the compressed folders using the upload button or dragging and dropping the compressed from a device.



8. The Bidders site folder should contain only three (3) files:

1st: Duly Notarized Scanned-copy of the Letter of Authorization;

2nd: **A secured folder containing the secured compressed file** of Eligibility and Technical Documents; and

3rd: A secured folder containing the secured compressed file of Financial Documents.

Note: Passwords for each “secured”-folder should be different from each other.

