



Republic of the Philippines
Department of Labor and Employment
EMPLOYEES' COMPENSATION COMMISSION

PHILIPPINE BIDDING DOCUMENTS

**Public Bidding for the Procurement of
Printing Services for Various IEC Flyers /
Brochures**

Reference No.:

PB-ECC-2025-03

Government of the Republic of the Philippines

**Sixth Edition
July 2020**

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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.



INVITATION TO BID FOR PRINTING SERVICES FOR VARIOUS IEC FLYERS / BROCHURES

PB-ECC-2025-03

1. The *Employees' Compensation Commission*, through the **COB 2025** intends to apply the following sums corresponding to each lot/item in the project - **Printing Services for Various IEC Flyers/ Brochures**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

DESCRIPTION	Qty	ABC	BIDDING FEE
Printing Services for Various IEC Flyers/ Brochures	1 lot	₱681,000.00	₱500.00

1. The schedule of Bidding Activities is as follows:

Advertisement/ Posting of Invitation to Bid/Start of availability of bid documents	Starting February 14, 2025 (Friday) -all prospective bidders are required to provide soft-copies of their letter of intent/notice of participation and email addresses to the following email add of ECC-BAC-Secretariat: chua_ac@ecc.gov.ph ; supply@ecc.gov.ph)
Pre-Bid Conference	February 24, 2025, 10:00 A.M. (Monday) Face to face 4th Floor DED Conference Room ECC Bldg. or via Zoom app/ Google Meet -prospective bidders may opt to join the pre-bid conference via Zoom/ Google Meet. Access link will be provided to

	prospective bidders via email one (1) hour before the pre-bid.
Deadline for Submission of Written Queries/ Clarifications by Prospective Bidders	February 28, 2025 (Monday) -pursuant to Section 22.5.1 of the RIRR of RA9184, requests for clarification(s) on any part of the Bidding Documents or for an interpretation must be in writing and submitted to the BAC of the Procuring Entity concerned <u>at least ten (10) calendar days</u> before the deadline set for the submission and receipt of bids.
Last day of Issuance of Bid Bulletin by the ECC BAC	March 3, 2025, (Monday) -pursuant to Section 22.5.1 and 2, Bid Bulletins shall be issued by the BAC, <u>at least seven (7) calendar days</u> before the deadline for the submission and receipt of bids.
Deadline for Submission of Bids	March 10, 2025 (Monday) 1:00 P.M.
Opening of Bids	March 10, 2025 (Monday) 1:30 P.M.

2. The **Employees' Compensation Commission** now invites bids for **Procurement of Printing Services for Various IEC Flyers/ Brochures**. Bidders should have completed, within **Three (3) Years (2022-2025)** 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. A complete set Hard copies of Bidding Documents may be acquired by interested bidders from the BAC Secretariat through the Public Assistance Center, Ground Floor, ECC Bldg. starting on **February 14, 2025, Friday (Sched of Issuance of Bid Docs: Mon-Fri: 8:00 AM-3:30 PM)** upon submission of a Letter of Intent/Notice of Participation and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB. **Settlement of bid docs fee shall be received in the ECC Cashier's Office from Mondays to Fridays, 8:00 AM-3:00 PM.**

The Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS: www.philgeps.gov.ph) and through the ECC website: <http://www.ecc.gov.ph>. All interested bidders are required to settle the prescribed fee for the said documents not later than the deadline of submission of bids.

6. The **Employees' Compensation Commission** will hold a Pre-Bid Conference on **February 24, 2025 at 10:00 AM** at the 4th Floor DED Conference Room ECC Bldg. 355 Sen. Gil Puyat Avenue, Makati City. Prospective bidders may opt to join the pre-bid conference via Zoom. The link shall be sent to the prospective bidders through email one (1) hour before the start of the conference.
5. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **March 10, 2025, 1:00 PM**. Late bids shall not be accepted.

**BAC Secretariat
5th Floor ECC Building
355 Sen. Gil Puyat Avenue,
Makati City**

6. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
7. Submission of bids and/or modification of bids beyond the deadline shall not be accommodated as provided under the Revised Implementing Rules and Regulations (RIIR) of R.A. No. 9184.
8. Actual bid opening shall be conducted on **March 10, 2025 (Monday), 1:30 PM** at the **4th Floor ECC Building, 355 Sen. Gil Puyat Avenue, Makati City**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity. The bid opening will also be live- streamed through the **ECC Procurement Facebook Account**.
9. The **Employees' Compensation Commission** 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.
10. For further details or any concerns on the subject procurement, interested bidders may send their messages via email to the following email add of ECC-BAC Secretariat:

chua_ac@ecc.gov.ph
supply@ecc.gov.ph

11. You may visit the following websites for downloading of the Bidding Documents:

www.philgeps.gov.ph
www.ecc.gov.ph

SGD
Atty. EVELYN R. RAMOS
Chairperson, ECC - BAC

11 February 2025
Makati City

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *Employees Compensation Commission* wishes to receive Bids for the **Procurement of Printing Services for Various IEC Brochures/ Flyers**, with identification number **PB-ECC-2025-03**.

The Procurement Project (referred to herein as “Project”) is composed of **One (1) Lot**, 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 **CY 2025** in the amount of **Six Hundred Eighty-one Thousand Pesos (PhP681,000.00)**.

2.2. The source of funding is:

a. The **2025** Corporate Operating Budget.

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 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 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:

- a. 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 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 *Three (3) Years, (2022-2025)* 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 shall be valid until **120 calendar days**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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 and either at its physical address or through online 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:

Option 1 – 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**.

Additional Instructions to Bidders:

I. On the Submission and Opening of Bids

- In compliance with GPPB Resolution No. 18-2017 dated April 10, 2017, for eligibility check and bid submission purposes, all prospective bidders are required to submit their PhilGEPS Certificate of Registration (Platinum Membership) with Annex “A” (Certificate of Eligibility Documents) in lieu of actual copies of their Class “A” Documents such as current/or updated SEC or DTI Registration Certificate, Mayor’s or Business Permit, Tax Clearance and Audited Financial Statements.
- Any prospective external provider that will undergo post-evaluation/qualification is required to submit soft/scanned copies of its relevant clearances, audited financial statements via email showing, among others, the prospective bidder’s total and current assets and liabilities stamped “received” by [the BIR for CY 2023/ 2024](#).
- Actual Opening of bids will be conducted at the [DED Conference Room 4th floor, ECC Bldg., 355 Sen. Gil J. Puyat Ave., Makati City](#) through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as provided under the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, otherwise known as the “Government Procurement Reform Act.”
- To prevent the occurrence of technical glitches/malfunction, all prospective bidders are advised to submit hard copies of their documentary requirements on or before [1:00 PM on March 10, 2025 \(Monday\)](#) to the BAC-Secretariat at the 5th floor, ECC Bldg., 355 Sen. Gil J. Puyat Ave., Makati City

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause									
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. Printing of Brochures, Flyers, Posters or other similar printing contracts;</p> <p>b. completed within three (3) years (2022-2025) prior to the deadline for the submission and receipt of bids.</p>								
12	The price of the Goods shall be quoted DDP Employees Compensation Commission, Makati Philippines or the applicable International Commercial Terms (INCOTERMS) for this Project.								
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than <i>[two percent (2%) of ABC]</i>, if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than <i>[five percent (5%) of ABC]</i> if bid security is in Surety Bond.</p> <table><tr><th rowspan="2">ABC for the Lot</th><th colspan="2">Amount of Bid Security</th></tr><tr><th>Cash, Cashier’s/ Manager’s Check, Bank Draft/ Guarantee/ Irrevocable Letter of Credit (2% of ABC)</th><th>Surety Bond (5% of ABC)</th></tr><tr><td>PhP 681,000.00</td><td>13,620.00</td><td>34,050.00</td></tr></table>	ABC for the Lot	Amount of Bid Security		Cash, Cashier’s/ Manager’s Check, Bank Draft/ Guarantee/ Irrevocable Letter of Credit (2% of ABC)	Surety Bond (5% of ABC)	PhP 681,000.00	13,620.00	34,050.00
ABC for the Lot	Amount of Bid Security								
	Cash, Cashier’s/ Manager’s Check, Bank Draft/ Guarantee/ Irrevocable Letter of Credit (2% of ABC)	Surety Bond (5% of ABC)							
PhP 681,000.00	13,620.00	34,050.00							
19.3	<p>The Project consists of <u>One (1) Lot</u> and shall be awarded on lot basis, to wit:</p> <table><tr><th>DESCRIPTION</th><th>Qty</th><th>ABC</th></tr><tr><td>Printing Services for Various IEC Flyers/ Brochures</td><td>1 Lot</td><td>₱681,000.00</td></tr></table>	DESCRIPTION	Qty	ABC	Printing Services for Various IEC Flyers/ Brochures	1 Lot	₱681,000.00		
DESCRIPTION	Qty	ABC							
Printing Services for Various IEC Flyers/ Brochures	1 Lot	₱681,000.00							
20.2	<i>Not Applicable</i>								
21.2	<i>Not Applicable</i>								

Section IV. General 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

Special Conditions of Contract

GCC Clause	
1	<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>For Goods supplied from abroad, the delivery terms applicable to the Contract are DDP delivered Employees’ Compensation Commission Makati Philippines. In accordance with INCOTERMS.”</p> <p>For Goods supplied from within the Philippines, the delivery terms applicable to this Contract are delivered Employees’ Compensation Commission Makati Philippines. 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 Exequiel Ivan Marinas, IPAD Division.</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:</p> <ol style="list-style-type: none"> 1. performance or supervision of on-site assembly and/or start-up of the supplied Goods; 2. furnishing of tools required for assembly and/or maintenance of the supplied Goods; 3. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; 4. 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 5. training of the Procuring Entity’s personnel, at the Suppliers’ plant and / or on-site, in assembly, start-up, operation, maintenance, and / or repair of the supplied Goods.
	<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>
2.2	<p>“The terms of payment shall be as follows:</p>

	<ul style="list-style-type: none"> • within 30 days upon receipt of Billing Statement / Invoice/ Statement of Account subject to inspection and final acceptance by the Inspection Committee of the ECC.
4	The inspections and tests that will be conducted are based on the Technical Specifications as provided for in Section VII. Technical Specification

Section VI. Schedule of Requirements

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

DESCRIPTION	Qty	Delivered, Weeks/Months
<i>Printing Services for Various IEC Flyers/ /Brochures</i> 1. ECP Flyer/Brochure: Employees' Compensation Program: A Guide for Employees 2025 Edition Quantity: 100,000 2. ECP Flyer/Brochure: Proseso ng EC Filing para sa mga Kawani ng Gobyerno (Front) at ECP Benefits (Back) - Ilonggo version 2025 Edition Quantity: 1,000 3. ECP Flyer/Brochure: Coverage of SSS Self-Employed Members under ECP (Front) at ECP Benefits (Back) - Ilonggo version 2025 Edition Quantity: 3,000 4. ECP Flyer/Brochure: Proseso ng EC Filing sa mga Pribadong Empleyado 2025 Edition Quantity: 50,000	1 Lot	<i>Contract will commence upon receipt of the Notice to Proceed</i> <i>The winning bidder must submit the sample/mock-up printed brochure for approval within 3 calendar days after its receipt of the layout files of the brochure</i> <i>Rejected sample/mock-up must be replaced within 3 calendar days after they are returned to the service provider</i> <i>The winning bidder must deliver within 25 calendar days from the receipt of the sample/mock-up printed brochure approved by the Head of the Requisitioning Division</i>

I hereby commit to deliver the required quality and quantities as indicated above.

Name: _____

Legal capacity: _____

Signature: _____

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

Landline/ Cellphone No. / Email Address: _____

Date: _____

Section VII. Technical Specifications

Technical Specifications

1. The project is for the **Procurement of Printing Services for Various IEC Flyers/ Brochures**;
2. Bidders must state either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the goods/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 Bidders 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>Item / Service Description</i>	<i>Statement of Compliance (Comply or Not Comply)</i>	<i>Reference / Proof of Compliance</i>
<p>1. ECP Flyer/Brochure: Employees' Compensation Program: A Guide for Employees 2025 Edition</p> <p>Quantity: 100,000</p> <p>Specifications Size: 16.6" x 8.5" (2 folds, 3 panels) Paper/Stock: Coated glossy, 250 gsm Color: Full-color Printing: Printing Process: Offset; back-to-back Fold: Tri-Fold</p> <p>Packing: 10 bundles of wrappers (100 pcs per wrapper) in a sealed plastic pack</p> <p>Others: Can edit minor revisions based on the preferred requirements of the client</p> <p>Delivery Time:</p> <ul style="list-style-type: none"> • The winning service provider must submit the sample/mock-up printed brochure for IPAD’s approval within 3 calendar days after its receipt of the layout files of the brochures. • Rejected sample/mock-up printed brochure must be replaced within 3 calendar days from the IPAD’s notification. 		

<i>Item / Service Description</i>	<i>Statement of Compliance (Comply or Not Comply)</i>	<i>Reference / Proof of Compliance</i>
<ul style="list-style-type: none"> • The winning service provider must deliver within 25 calendar days from the receipt of the sample/mock-up printed brochure approved by the IPAD-Chief of the ECC. • Copies will be delivered to the IPAD, 4th Floor, ECC Building, 355 Sen. Gil Puyat Avenue, Makati City 		
<p>2. ECP Flyer/Brochure: Proseso ng EC Filing para sa mga Kawani ng Gobyerno (Front) at ECP Benefits (Back) - Ilonggo version 2025 Edition</p> <p>Quantity: 1,000</p> <p>Specifications Size: 8.5" x 5.52" / Half sheet Full Colored 215 GSM Laminated-Glossy Paper Finish Double-sided</p> <p>Packing: 10 bundles of wrappers (100 pcs per wrapper) in a sealed plastic pack</p> <p>Others: Can edit minor revisions based on the preferred requirements of the client</p> <p>Delivery Time:</p> <ul style="list-style-type: none"> • The winning service provider must submit the sample/mock-up printed brochure for IPAD's approval within 3 calendar days after its receipt of the layout files of the brochures. • Rejected sample/mock-up printed brochure must be replaced within 3 calendar days from the IPAD's notification. • The winning service provider must deliver within 25 calendar days from the receipt of the sample/mock-up printed brochure approved by the IPAD-Chief of the ECC. • Copies will be delivered to the IPAD, 4th Floor, ECC Building, 355 Sen. Gil Puyat Avenue, Makati City 		

<i>Item / Service Description</i>	<i>Statement of Compliance (Comply or Not Comply)</i>	<i>Reference / Proof of Compliance</i>
<p>3. ECP Flyer/Brochure: Coverage of SSS Self-Employed Members under ECP (Front) at ECP Benefits (Back) - Ilonggo version 2025 Edition</p> <p>Quantity: 3,000</p> <p>Specifications Size: 8.5" x 5.52" / Half sheet Full Colored 215 GSM Laminated-Glossy Paper Finish Double-sided</p> <p>Packing: 10 bundles of wrappers (100 pcs per wrapper) in a sealed plastic pack</p> <p>Others: Can edit minor revisions based on the preferred requirements of the client</p> <p>Delivery Time:</p> <ul style="list-style-type: none"> • The winning service provider must submit the sample/mock-up printed brochure for IPAD's approval within 3 calendar days after its receipt of the layout files of the brochures. • Rejected sample/mock-up printed brochure must be replaced within 3 calendar days from the IPAD's notification. • The winning service provider must deliver within 25 calendar days from the receipt of the sample/mock-up printed brochure approved by the IPAD-Chief of the ECC. • Copies will be delivered to the IPAD, 4th Floor, ECC Building, 355 Sen. Gil Puyat Avenue, Makati City 		
<p>4. ECP Flyer/Brochure: Proseso ng EC Filing sa mga Pribadong Empleyado 2025 Edition</p> <p>Quantity: 50,000</p> <p>Specifications: No. of Pages: 4 pages (including front and back cover) Paper/Stock: Coated Glossy 200 gsm</p>		

<i>Item / Service Description</i>	<i>Statement of Compliance (Comply or Not Comply)</i>	<i>Reference / Proof of Compliance</i>
<p>Size: 8.3” x 11.7” Color: Full Color Printing Process: Offset; back-to-back Fold: Half Fold / Bi-fold Panel: 2 Panels</p> <p>Packing: 10 bundles of wrappers (100 pcs per wrapper) in a sealed plastic pack</p> <p>Others: Can edit minor revisions based on the preferred requirements of the client</p> <p>Delivery Time:</p> <ul style="list-style-type: none"> • The winning service provider must submit the sample/mock-up printed brochure for IPAD’s approval within 3 calendar days after its receipt of the layout files of the brochures. • Rejected sample/mock-up printed brochure must be replaced within 3 calendar days from the IPAD’s notification. • The winning service provider must deliver within 25 calendar days from the receipt of the sample/mock-up printed brochure approved by the IPAD-Chief of the ECC. • Copies will be delivered to the IPAD, 4th Floor, ECC Building, 355 Sen. Gil Puyat Avenue, Makati City 		

I hereby commit to deliver the required specifications as listed above.

Name: _____

Legal capacity: _____

Signature: _____

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

Landline/ Cellphone No. / Email Address: _____

Date: _____

Section VIII. Checklist of Technical and Financial Documents

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; **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; **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 the 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);
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.

25 FINANCIAL COMPONENT ENVELOPE

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

GUIDANCE ON THE PREPARATION OF BID FOLDERS

I. TABBING OF ELIGIBILITY DOCUMENTS:

A. The **ELIGIBILITY/ TECHNICAL COMPONENT** shall be arranged and tabbed as follows:

TAB	Eligibility/ Technical/ Financial Document
A	PhilGEPS Certificate of Registration (Platinum)
B	Statement of all Ongoing Government and Private Contracts Under TAB B, the bidder <i>may</i> include the following: <ul style="list-style-type: none"> • Contracts, Purchase Orders, Invoices etc.
C	Statement of the bidder's Single Largest Completed Contract (SLCC) Under TAB C, the bidder <i>may</i> include the Certificate of Acceptance/ Satisfactory Completion of the contract listed
D	Bid Security
E	Conformity with the Technical Specifications (Section VII) Conformity with the Schedule of Requirements (Section VI)
F	Omnibus Sworn Statement Under TAB F, include any of the following, if applicable: <ul style="list-style-type: none"> • Secretary's Certificate – for corporations, partnership, cooperative • Special Power of Attorney
G	Computation of Net Financial Contracting Capacity <u>or</u> A committed Line of Credit from a Universal or Commercial
H	Audited Financial Statement (AFS) stamped received by the BIR, <i>if available</i>
I	Other documents (JVA, DTI Certification – Domestic Bidder Preference etc.), <i>if applicable</i>

B. The **FINANCIAL COMPONENT** shall be arranged and tabbed as follows:

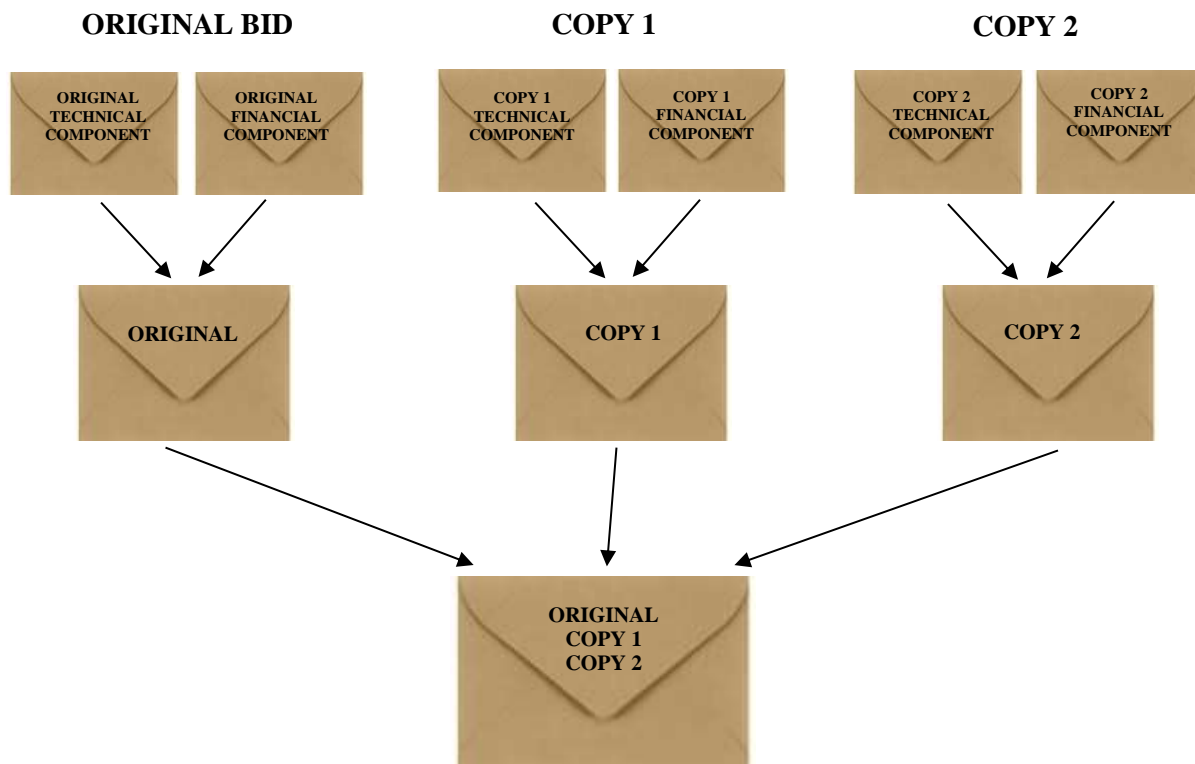
TAB	Eligibility/ Technical/ Financial Document
A	Bid Form (refer to Appendix 1)
B	Price Schedule

II. SEALING AND MARKING OF BIDS

A. The sets of technical / eligibility and financial components shall be submitted in **three (3) sets/copies** (1 ORIGINAL and 2 COPIES) sealed and marked as follows:

- **ORIGINAL BID ENVELOPE** (Sealed and Marked as ORIGINAL) which contains the following:
 - Sealed Envelope marked as ORIGINAL- TECHNICAL COMPONENT which contains the technical and eligibility documents, ring or book bound with tab markings/labels
 - Sealed Envelope marked as ORIGINAL – FINANCIAL COMPONENT which contains the Financial Component (Bid Form and Bill of Quantities), ring or book bound with tab markings/labels
- **COPY 1 BID ENVELOPE** (Sealed and Marked as Copy 1) which contains the following:
 - Sealed Envelope marked as COPY 1 – TECHNICAL COMPONENT which contains the technical and eligibility documents, ring or book bound with tab markings/labels
 - Sealed Envelope marked as COPY 1 – FINANCIAL COMPONENT which contains the Financial Component (Bid Form and Bill of Quantities), ring or book bound with tab markings/labels.
- **COPY 2 BID ENVELOPE** (Sealed and Marked as Copy 2) which contains the following:
 - Sealed Envelope marked as COPY 2 – TECHNICAL COMPONENT which contains the technical and eligibility documents, ring or book bound with tab markings/labels
 - Sealed Envelope marked as COPY 2 – FINANCIAL COMPONENT which contains the Financial Component (Bid Form and Bill of Quantities), ring or book bound with tab markings/labels.

These envelopes containing the original and the copies shall then be enclosed in one single envelope. Please see below illustration:



FOR: ATTY. EVELYN R. RAMOS CHAIRPERSON, ECC BAC
PUBLIC BIDDING FOR THE PROCUREMENT OF PRINTING SERVICES FOR VARIOUS IEC FLYERS/ BROCHURES REF. NO.: PB-ECC-2025-03
[BIDDER'S NAME] [BIDDER'S ADDRESS]
DO NOT OPEN BEFORE MARCH 10, 2025, 1:30 P.M.
[INDICATE IF ORIGINAL, COPY 1 OR COPY 2]

Bid Form for the Procurement of Goods

[shall be submitted with the Bid]

BID FORM

Project Identification No.: **PB-ECC-2025-03**

Date : _____

To: The BAC Chairperson
Employees' Compensation Commission
 4th & 5th Floors, ECC Building
 355 Sen. Gil Puyat Avenue
 Makati City

Having examined the Philippine Bidding Documents (PBDs) for **the Printing Services for Various IEC Flyers / Brochures** including the Supplemental or Bid Bulletin Numbers _____, the receipt of which is hereby duly acknowledged, we, the undersigned, in conformity with the said PBDs, offer to **supply and deliver the following for the SUM/S specified hereunder:**

1

DESCRIPTION	QTY	BID OFFER (Indicate N/A if you have NO BID OFFER in the specified Lot Number)	
		Unit Cost	Total Cost
Printing Services for Various IEC Flyers/ Brochures	1 Lot		
Total Bid Amount in Words			

or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

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 pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

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. \

Name: _____

Legal capacity: _____

Signature: _____

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

Tel. No./Cellphone No./Email Address: _____

Date: _____

Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ Page ____ of ____ Date: _____

1	2	3	4	5	6	7	8	9	10
Item	Description Qty/ Unit	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1 Lot	Printing Services for Various IEC Flyers/ Brochures								
	ECP Flyer/Brochure: Employees' Compensation Program: A Guide for Employees 2025 Edition		100,000 pcs						
	ECP Flyer/Brochure: Proseso ng EC Filing para sa mga Kawani ng Gobyerno (Front) at ECP Benefits (Back) - Ilonggo version 2025 Edition		1,000 pcs						
	ECP Flyer/Brochure: Coverage of SSS Self- Employed Members under ECP (Front) at ECP Benefits (Back) - Ilonggo version 2025 Edition		3,000 pcs						
	ECP Flyer/Brochure: Proseso ng EC Filing sa mga Pribadong Empleyado 2025 Edition		50,000 pcs						
	Grand Total								

Name: _____ Legal Capacity: _____ Signature: _____

Duly Authorized to Sign the Bid for and on behalf of: _____ Tel. No./CP/Email: _____

Price Schedule for Goods Offered from Abroad

[shall be submitted with the Bid if bidder is offering goods from Abroad]

For Goods Offered from Abroad

Name of Bidder _____ Project ID No. _____ 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)

Name: _____

Legal Capacity: _____

Signature: _____

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

**NFCC COMPUTATION FOR ELIGIBILITY CHECK
FOR CY 2023 / 2024**

	Amount
I. CURRENT ASSETS	
II. LESS: CURRENT LIABILITIES	
III. NET WORKING CAPITAL (I – II)	
IV. NET WORKING CAPITAL x 15	
V. LESS: 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	
VI. NET FINANCIAL CONTRACTING CAPACITY (NFCC)	

The values of the domestic bidder's current assets and current liabilities shall be based on **the latest Audited Financial Statements** submitted to the BIR (with stamp received by BIR).

Submitted by:

Name: _____

Legal capacity: _____

Signature: _____

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

Tel. No./Cellphone No./Email Address: _____

Date: _____

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT/S SIMILAR TO THE CONTRACT TO BE BID

This is to certify that _____ has the following completed contracts within the period **CY 2022-2025** and up to the day before the deadline for submission of bids to the project – **Printing Services for Various IEC Flyers / Brochures**.

Date of the Contract	Contracting Party	Name of Contract	Kind of Goods Sold	Amount of Contract	Date of Delivery/ End-User's Acceptance	Date of Official Receipt	Bidder is A. Manufacturer B. Supplier C. Distributor
	Business Name: Contact Person: Contact No.: Email Address:						
	Business Name: Contact Person: Contact No.: Email Address:						

**Printed Name and Signature of
Authorized Representative**

Date

***Instructions:**

- a) Cut-off date as of: (i) Up to the day before the deadline of submission of bids.
- b) In the column under “Dates”, indicate the dates of Delivery/ End-user’s Acceptance and Official Receipt.
- c) “Name of Contract”. Indicate here the Nature/ Scope of the Contract for the Procuring Entity to determine the relevance of the entry with the Procurement at hand. Example: “Supply and Delivery of Generator Set”

STATEMENT OF ONGOING CONTRACTS AND AWARDED BUT NOT YET STARTED CONTRACTS

This is to certify that _____ has the following ongoing contracts and awarded but not yet started contracts:

Date of the Contract	Contracting Party		Name of Contract	Kind of Goods Sold	Amount of Contract	Value of Outstanding Contracts	Bidder is A. Manufacturer B. Supplier C. Distributor
	Business Name: Contact Person: Contact No.: Email Address:						
	Business Name: Contact Person: Contact No.: Email Address:						

**Printed Name and Signature of
Authorized Representative**

Date

*Instructions:

- a) State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project called for bidding) as of: **i. The day before the deadline of submission of bids.**
- b) If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
- c) The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC) in case an NFCC is submitted as an eligibility document.
- d) "Name of Contract". Indicate here the Nature/ Scope of the Contract for easier tracking of the entries/ representations. Example: "Supply and Delivery of Generator Set"

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S.S.

BID SECURING DECLARATION **Project Identification No.: *[Insert number]***

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

I/We, 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. 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; and
 - 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 OR ITS AUTHORIZED
REPRESENTATIVE]*

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Performance Securing Declaration (Revised)

[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]

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

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacture/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
 - i. Procuring Entity has no claims filed against the contract awardee;
 - ii. It has no claims for labor and materials filed against the contractor; and
 - iii. Other terms of the contract; or
 - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

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 OR ITS
AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant*

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Contract Agreement Form for the Procurement of Goods (Revised)

[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT AGREEMENT

THIS AGREEMENT made the _____ day of _____ 20____ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) 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, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures in specified currency]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
 - i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
 - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
 - iii. Performance Security;
 - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
 - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Name of Supplier]

Acknowledgment

[Format shall be based on the latest Rules on Notarial Practice]

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing 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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]



Republic of the Philippines



Government Procurement Policy Board