

**Procurement of Lease of Motor
Vehicle for Two (2) Years
[Lot 1 – Lease of Bus (Rebidding)]
ITB No. PB21-05-028CORa-10**

**Philippine Amusement and Gaming
Corporation (PAGCOR)**

**Sixth Edition
October 21, 2021**

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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



INVITATION TO BID FOR PROCUREMENT OF LEASE OF MOTOR VEHICLE FOR TWO (2) YEARS [LOT 1 – LEASE OF BUS (REBIDDING)] UNDER ITB No. PB21-05-028CORa-10

1. The Philippine Amusement and Gaming Corporation (PAGCOR), through the PAGCOR's Corporate Budget for CY 2021 intends to apply the sum of **Forty Million Three Hundred Sixty-Six Thousand Two Hundred Sixty Pesos (PhP40,366,260.00)**, VAT Exclusive, Zero-Rated Transaction, being the total ABC to payments under the contract for the Procurement of Lease of Motor Vehicle for Two (2) Years [Lot 1 – Lease of Bus (Rebidding)].

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The PAGCOR now invites bids for the above Procurement Project. The complete schedule of deliveries is provided in the Section VI (Schedule of Requirements) of the Bidding Documents which will commence upon receipt and acceptance of the vehicles and the necessary documents required by PAGCOR which shall be valid for a period of two (2) years or until the volume or contract amount has already been depleted or consumed, whichever comes first. Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from PAGCOR and interested bidders may inspect and obtain further information from the Procurement Department (PD), acting as the BAC Secretariat, of PAGCOR and/or inspect the Bidding Documents at the Eighth (8th) Floor, PAGCOR Corporate Annex Office, Carmen Bldg. 1105 U.N. Avenue corner Maria Orosa St., Ermita, Manila during office hours of PAGCOR, Monday to Thursday, from 9:00 a.m. to 4:00 p.m.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **October 21, 2021 (Thursday) to November 10, 2021 (Wednesday)** from the given address and website(s) below upon payment of **Twenty-Five**

Thousand Pesos (PhP25,000.00) for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB.

PAGCOR shall allow the bidder to present its proof of payment for the fees either in person, by facsimile, or through electronic means.

Prospective bidders may also download the Bidding Documents free of charge from www.pagcor.ph and www.philgeps.gov.ph and may be allowed to submit bids provided that bidders pay the applicable fee of the Bidding Documents not later than the deadline for the submission and receipt of bids.

In effecting payment for the Bidding Documents, prospective bidders shall present either the Payment Slip, which may be secured from the PD, or a copy of this Invitation to Bid (ITB) to PAGCOR's Cashier, located at the Sixth (6th) Floor, PAGCOR Executive Office, New Coast Hotel Manila, 1588 M.H. del Pilar Street corner Pedro Gil Street, Malate, Manila.

6. The PAGCOR will hold a **Pre-Bid Conference on October 28, 2021, Thursday, 9:00 a.m.** at the Corporate Lounge, Sixth (6th) Floor, PAGCOR Executive Office, New Coast Hotel Manila, 1588 M.H. del Pilar Street corner Pedro Gil Street, Malate, Manila, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission on or before **November 10, 2021, Wednesday, 10:00 a.m. at the Corporate Lounge, Sixth (6th) Floor, PAGCOR Executive Office, New Coast Hotel Manila, 1588 M.H. del Pilar Street corner Pedro Gil Street, Malate, Manila.** Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14.**
9. Bid opening shall be on **November 10, 2021, Wednesday, 10:00 a.m.** onwards at the **Corporate Lounge, Sixth (6th) Floor, PAGCOR Executive Office, New Coast Hotel Manila, 1588 M.H. del Pilar Street corner Pedro Gil Street, Malate, Manila.** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. Bidders shall bear all costs associated with the preparation and submission of their bids, and PAGCOR will in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

Bidders should note that PAGCOR will only accept bids from those that have paid the applicable fee for the Bidding Documents.

PAGCOR assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of their bids.

In accordance with Government Procurement Policy Board (GPPB) Circular 06-2005 - Tie-Breaking Method, the Bids and Awards Committee (BAC) shall use a non-discretionary and non-discriminatory measure based on sheer luck

or chance, which is "DRAW LOTS," in the event that two (2) or more bidders have been post-qualified and determined as the bidder having the Lowest Calculated Responsive Bid (LCRB) to determine the final bidder having the LCRB, based on the following procedures:

- a) In alphabetical order, the bidders shall pick one rolled paper.
 - b) The lucky bidder who would pick the paper with a "CONGRATULATIONS" remark shall be declared as the final bidder having the LCRB and recommended for award of the contract.
11. The PAGCOR 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.
12. For further information, please refer to:
- Egicel C. Lumbao – Procurement Officer I (PO I) and/or Carlos Roberto IV D. Neyra – Senior Procurement Officer (SPO)
Procurement Department
PAGCOR Corporate Annex Office, Carmen Bldg. 1105 U.N. Avenue corner Maria Orosa St., Ermita, Manila
MichaelPaul.Sarno@pagcor.ph
CarlosRobertoIV.Neyra@pagcor.ph
Tel Nos.: 7755-3799 local 7423 or 7421.
www.pagcor.ph
13. You may visit the following websites:
- For downloading of Bidding Documents: www.pagcor.ph or www.philgeps.gov.ph

Date of Issue: October 21, 2021



RODERICK R. CONSOLACION
Chairperson
BIDS AND AWARDS COMMITTEE (BAC) 2

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, Philippine Amusement and Gaming Corporation (PAGCOR), wishes to receive Bids for the Procurement of Lease of Motor Vehicle for Two (2) Years [Lot 1 – Lease of Bus (Rebidding)] under ITB No. PB21-05-028CORa-10 with a total Approved Budget for the Contract (ABC) in the amount of **Forty Million Three Hundred Sixty-Six Thousand Two Hundred Sixty Pesos (PhP40,366,260.00)**, VAT Exclusive, Zero-Rated Transaction.

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).

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 2021 in the amount of **Forty Million Three Hundred Sixty-Six Thousand Two Hundred Sixty Pesos (PhP40,366,260.00)**, VAT Exclusive, Zero-Rated Transaction.

2.2. The source of funding is the Corporate Operating Budget – PAGCOR’s Corporate Budget for CY 2021.

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 at least fifty percent (50%) of the ABC in the amount of Twenty Million One Hundred Eighty-Three Thousand One Hundred Thirty Pesos (PhP20,183,130.00).
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time at its physical address 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 five (5) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);

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

13. Bid and Payment Currencies

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

13.2. Payment of the contract price shall be made in Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration 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 for one hundred twenty (120) calendar days from the date of the Submission, Opening and Preliminary Examination of Bids. 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 at its physical address 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 ABC for of the lot participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as One Project which shall be awarded as one (1) 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 ABC participated in by the prospective Bidder valid for ninety (90) calendar days from the Deadline of the Submission and Opening of Bids..

20. Post-Qualification

- 20.2. 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/Single Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

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

Section III. Bid Data Sheet

| | | | | | |
|-------------------|--|--|--|--|--|
| ITB Clause | | | | | |
| 5.3 | <p>For this purpose, contracts similar to the Project shall be:</p> <p>a. Lease of Motor Vehicles with at least four (4) wheels such as lease of bus, lease of bus and light vehicles, lease of light vehicles, lease of bus and minibus, lease of light vehicles and minibus, lease of minibus or any combination thereof, shall be considered as similar contract.</p> <p>b. Completed within five (5) years prior to the deadline for the submission and receipt of bids.</p> | | | | |
| 7.1 | No portion of the contract shall be sub-contracted. | | | | |
| 12 | The price of the Goods shall be quoted DDP or the applicable International Commercial Terms (INCOTERMS) for this Project at the delivery site, PAGCOR Main Corporate Parking Area, Metropolitan Park, Roxas Blvd., Pasay City or PAGCOR MIA Complex, Old Nayong Pilipino, Paranaque City | | | | |
| 14.1 | <p>Bidders shall submit a Bid Securing Declaration or a Bid security issued in favor of PAGCOR in any of the prescribed form and amount:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">LOT</td> <td style="width: 45%;"> <p>a) Cash, cashier's/ manager's check issued by a Universal or Commercial Bank;</p> <p>b) Bank draft/ guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank</p> <p style="text-align: center;">[at least Two Percent (2%) of the ABC]</p> </td> <td style="width: 40%;"> <p>c) Surety Bond, callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission authorized to issue said security specific for the project</p> <p style="text-align: center;">[at least Five Percent (5%) of the ABC]</p> </td> <td style="width: 10%;"> <p style="text-align: center;">Bid Securing Declaration as provided in Section IX hereof (Bidding Forms)</p> <p style="text-align: center;">[No percentage required]</p> </td> </tr> </table> | LOT | <p>a) Cash, cashier's/ manager's check issued by a Universal or Commercial Bank;</p> <p>b) Bank draft/ guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank</p> <p style="text-align: center;">[at least Two Percent (2%) of the ABC]</p> | <p>c) Surety Bond, callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission authorized to issue said security specific for the project</p> <p style="text-align: center;">[at least Five Percent (5%) of the ABC]</p> | <p style="text-align: center;">Bid Securing Declaration as provided in Section IX hereof (Bidding Forms)</p> <p style="text-align: center;">[No percentage required]</p> |
| LOT | <p>a) Cash, cashier's/ manager's check issued by a Universal or Commercial Bank;</p> <p>b) Bank draft/ guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank</p> <p style="text-align: center;">[at least Two Percent (2%) of the ABC]</p> | <p>c) Surety Bond, callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission authorized to issue said security specific for the project</p> <p style="text-align: center;">[at least Five Percent (5%) of the ABC]</p> | <p style="text-align: center;">Bid Securing Declaration as provided in Section IX hereof (Bidding Forms)</p> <p style="text-align: center;">[No percentage required]</p> | | |

| | | | | |
|------|---|----------------------|------------------------|--|
| | 1 | PhP807,325.20 | PhP2,018,313.00 | No amount required. Template is provided under Section IX (Bidding Forms) of this Bidding Documents |
| 19.3 | <p>Partial bid is not allowed. The Goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</p> <p>In all cases, the NFCC computation, if applicable, must be sufficient to the ABC or contract to be awarded to the Bidder.</p> | | | |
| 20.2 | <p>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 (LCB)/Single Calculated Bid (SCB), the Bidder shall submit the following:</p> <ol style="list-style-type: none"> 1. In case the bidder is registered in PhilGEPS under the Platinum membership category, a valid PhilGEPS Registration Certificate; and 2. Latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS), <p>In accordance with Executive Order (E.O.) No. 398, Revenue Regulation (R.R.) No. 03-2005 and Revenue Memorandum Circular (RMC) 16 – 2005, the above-mentioned tax returns shall refer to the following:</p> <ol style="list-style-type: none"> a. Latest Income Tax Return (ITR) shall be the ITR for the preceding year, whether calendar or fiscal, and b. Latest Business Tax Returns shall refer to the Value Added Tax (VAT) or Percentage Tax filed and paid covering the previous six (6) months before the date of Submission, Receipt, Opening & Preliminary Examination of Bids. | | | |
| 21.2 | Not applicable | | | |

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 VII (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

| 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><i>For Goods supplied from abroad:</i></p> <p>The delivery terms applicable to the Contract are DDP delivered at the PAGCOR Main Corporate Parking Area, Metropolitan Park, Roxas Blvd., Pasay City or PAGCOR MIA Complex, Old Nayong Pilipino, Paranaque City.</p> <p><i>For Goods supplied from within the Philippines:</i></p> <p>The delivery terms applicable to this Contract are delivered at the PAGCOR Main Corporate Parking Area, Metropolitan Park, Roxas Blvd., Pasay City or PAGCOR MIA Complex, Old Nayong Pilipino, Paranaque City. 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 Sites are:</p> <p>Transportation Services Department Senior Admin. Officer Joel R. Sianghio and/or Transport Officer II Bryan C. Sotoridona Contact No.: (02)7755-3199 local 2101 or 2102 Email Address: Joel.Sianghio@pagcor.ph Bryan.Sotoridona@pagcor.ph</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</p> |

Requirements:

- a) performance or supervision of on-site assembly and/or start-up of the supplied Goods;
- b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
- d) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
- e) training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

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.

Spare Parts –

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
- b. in the event of termination of production of the spare parts:
 - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
 - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the costs thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of **two (2) years**.

Spare parts or components shall be supplied as promptly as possible, but in any case, within **one (1) month** of placing the order.

Transportation –

| | |
|-----|--|
| | <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p> |
| 2.2 | <p>The terms of payment shall be as follows:</p> <ol style="list-style-type: none"> 1. Only actual services rendered shall be paid 2. Payment is within thirty (30) calendar days from the date of receipt of the monthly billing statement / statement of account with complete supporting documents/attachments 3. Payment is VAT Exclusive, Zero Rated Transaction (BIR RMC No. 8-2012) 4. Payment shall be net of applicable government-mandated withholding taxes 5. Check payment accompanied by the Expanded Withholding Tax certificate shall be picked-up from PAGCOR's cashier |

| | |
|---|--|
| 4 | <p>The following inspections and tests are to be conducted within seven (7) calendar days before contract effectivity and at random during the contract period:</p> <ol style="list-style-type: none"> 1. Functionality Test on Door Locks, Fan Blower, Airconditioning System, Audio System, Wiper, Horn, Seatbelt, Lights (instrument panel, gauges, room lamp, headlight, signal light, park light, fog light (if included), brake light, reverse light, hazard light), Electronic Sockets; 2. Drive Test to check Ignition Key Switch, Shift Stick (forward, reverse), Hand Brake, Steering Wheel (left, right), Pedal (clutch, brake, accelerator); 3. Cleanliness Test to physically inspect the Exterior and Interior of the units; 4. Odor Test to check against unpleasant odor (exhaust and fuel fumes, cigarette smoke, clutch lining, rotten food, spoiled liquid, dead insects and rodents, upholstery) 5. Other tests: <ul style="list-style-type: none"> - To check if units are insect-free and have no broken glass windows or windshield - To check if upholstery is in good condition <p>Inspection and acceptance shall be conducted by the authorized representatives of the Transport Services Department and/or other offices/body authorized by the PAGCOR.</p> <p>The inspections and tests that will be conducted include, but not limited to inspection for the completeness of the requirements in accordance with the required quantity of the procurement requirement and compliance to all parameters of the Technical Specifications/Scope of Work/Terms of Reference at the project site.</p> <p>The vehicles shall be accepted only by the end user after passing the inspection and acceptance.</p> <p>Non-compliance and/or any identified defects with any parameters of the Technical Specifications and/or delay in the completion or delivery of the requirements based on the provisions of the Schedule of Requirements shall be reported to PAGCOR for appropriate penalties and/or sanctions.</p> |
|---|--|

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.

| Item No. | Description | Quantity | Total | Delivered, Weeks/Months |
|----------|--|----------|----------|---|
| 1 | Procurement of Lease of Motor Vehicle for Two (2) Years [Lot 1 – Lease of Bus (Rebidding)] | 11 units | 11 units | The winning contractor shall supply and deliver the shuttle service of the eleven (11) unit buses within thirty (30) calendar days from receipt of the Notice to Proceed. The duration of the contract of lease shall commence only upon receipt and acceptance of the eleven (11) units of bus and the necessary documents required by PAGCOR which shall be valid for a period of two (2) years or until the volume or contract amount has already been depleted or consumed, whichever comes first. |

ROUTES

Required number of leased bus per day – eleven (11) units

| SHUTTLE NAME | | FROM / TO |
|--------------|------------------------|--|
| 1 | BULACAN | PAGCOR CORPORATE OFFICES AND VICE VERSA |
| 2 | ANTIPOLO (CUBAO) | |
| 3 | FAIRVIEW-1 | |
| 4 | FAIRVIEW-2 | |
| 5 | IMUS-1 | |
| 6 | IMUS-2 | |
| 7 | LAS PINAS | |
| 8 | MANDALUYONG (CROSSING) | |
| 9 | MONUMENTO | |
| 10 | TAGUIG | |
| 11 | KAWIT | |

Starting/Ending Points

- a. Bulacan – Tabang UV Express Terminal, Guiguinto, Bulacan
- b. Antipolo (Cubao) – Robinsons Place Antipolo, Sumulong, Marikina-Infanta Hwy, Antipolo, Rizal

- c. Fairview 1 – Petron Gasoline Station, Doña Carmen Avenue corner Commonwealth Avenue, Quezon City
- d. Fairview 2 – SM City Fairview, Quirino Highway corner Regalado Hwy, Quezon City
- e. Imus 1 and 2 – PAGCOR Imus Warehouse, General Yengco St., Bayan Luma, Imus, Cavite
- f. Las Piñas – University of Perpetual Help System, Delta Alabang-Zapote Avenue, Pamplona 3, Las Piñas City
- g. Mandaluyong – Starmall EDSA Shaw Boulevard, Harvard, Mandaluyong City
- h. Monumento – SM Hypermart, General Pio Valenzuela Street corner Samson Road, Monumento, Caloocan City
- i. PAGCOR Corporate Office (Imet) – IMET BPO Tower, CBP-1A, Metropolitan Park, Roxas Blvd., Pasay City
- j. PAGCOR Corporate Office (New World) – New World Manila Bay Hotel, 1588 M.H. Del Pilar corner Pedro Gil Streets, Malate, Manila
- k. PAGCOR Corporate Office (Carmen) – 1105 M.Y. Orosa Street corner U.N. Avenue, Ermita, Manila
- l. Taguig – Transnational Diversified Group In-Hub gate, Western Bicutan, Taguig
- m. Kawit – SM City Dasmariñas, Governor's Drive, Brgy Sampalok 1, Dasmariñas, Cavite

CONFORME:

[Signature of the Authorized Rep.]

[in the capacity of] (Please indicate position of Authorized Rep.)

Duly authorized to sign Bid for and on behalf of _____
(Please indicate name of company)

Section VII. Technical Specification

| Item | Specification | Statement of Compliance | | | | | | | | | | | | | | | | | | | | | | | | |
|--|------------------------|--|--------------|-----------|---|---------|---|---|------------------|---|------------|---|------------|---|--------|---|--------|---|-----------|---|------------------------|---|-----------|----|--------|--|
| | | <p>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. Bidders should likewise indicate the “BRAND” to be offered, if item to be offered is branded. Otherwise, indicate “UNBRANDED / GENERIC”. 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 provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii).</p> | | | | | | | | | | | | | | | | | | | | | | | | |
| Procurement of Lease of Motor Vehicle for Two (2) Years [Lot 1 – Lease of Bus (Rebidding)] under ITB No. PB21-05-028CORa-10 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Particulars | | Statement of Compliance | | | | | | | | | | | | | | | | | | | | | | | | |
| A. Bus Shuttle Service | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 45%;">SHUTTLE NAME</th> <th style="width: 50%;">FROM / TO</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>BULACAN</td> <td rowspan="10" style="text-align: center;">PAGCOR CORPORATE OFFICES AND VICE VERSA</td> </tr> <tr> <td style="text-align: center;">2</td> <td>ANTIPOLO (CUBAO)</td> </tr> <tr> <td style="text-align: center;">3</td> <td>FAIRVIEW-1</td> </tr> <tr> <td style="text-align: center;">4</td> <td>FAIRVIEW-2</td> </tr> <tr> <td style="text-align: center;">5</td> <td>IMUS-1</td> </tr> <tr> <td style="text-align: center;">6</td> <td>IMUS-2</td> </tr> <tr> <td style="text-align: center;">7</td> <td>LAS PINAS</td> </tr> <tr> <td style="text-align: center;">8</td> <td>MANDALUYONG (CROSSING)</td> </tr> <tr> <td style="text-align: center;">9</td> <td>MONUMENTO</td> </tr> <tr> <td style="text-align: center;">10</td> <td>TAGUIG</td> </tr> </tbody> </table> | | | SHUTTLE NAME | FROM / TO | 1 | BULACAN | PAGCOR CORPORATE OFFICES AND VICE VERSA | 2 | ANTIPOLO (CUBAO) | 3 | FAIRVIEW-1 | 4 | FAIRVIEW-2 | 5 | IMUS-1 | 6 | IMUS-2 | 7 | LAS PINAS | 8 | MANDALUYONG (CROSSING) | 9 | MONUMENTO | 10 | TAGUIG | |
| | SHUTTLE NAME | FROM / TO | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | BULACAN | PAGCOR CORPORATE OFFICES AND VICE VERSA | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | ANTIPOLO (CUBAO) | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | FAIRVIEW-1 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | FAIRVIEW-2 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | IMUS-1 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | IMUS-2 | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | LAS PINAS | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | MANDALUYONG (CROSSING) | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | MONUMENTO | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | TAGUIG | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 11 | KAWIT | |
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B. Change in Type of Motor Vehicle and/or Additional Bus

In case the regular bus shall be replaced by a minibus with the concurrence of the CONTRACTOR, the following rates shall be used:

| SHUTTLE NAME | | MINIBUS LEASE RATE PER DAY* (in peso) |
|--------------|------------------------|--|
| 1 | BULACAN | 5,000.00 |
| 2 | ANTIPOLO (CUBAO) | 5,000.00 |
| 3 | FAIRVIEW-1 | 5,000.00 |
| 4 | FAIRVIEW-2 | 5,000.00 |
| 5 | IMUS-1 | 5,000.00 |
| 6 | IMUS-2 | 5,000.00 |
| 7 | LAS PINAS | 5,000.00 |
| 8 | MANDALUYONG (CROSSING) | 5,000.00 |
| 9 | MONUMENTO | 5,000.00 |
| 10 | TAGUIG | 5,000.00 |
| 11 | KAWIT | 5,000.00 |
| 12 | SAN FERNANDO, PAMPANGA | 8,000.00 |

If additional bus for the following route shall be needed with the concurrence of the CONTRACTOR, the following rate shall be used:

| SHUTTLE NAME | BUS LEASE RATE PER DAY* (in peso) |
|------------------------|--|
| SAN FERNANDO, PAMPANGA | 10,000.00 |

Note: * VAT Exclusive, Zero-Rated Transaction

C. Starting / Ending Points

- a. Bulacan – Tabang UV Express Terminal, Guiguinto, Bulacan
- b. Antipolo (Cubao) – Robinsons Place Antipolo, Sumulong, Marikina-Infanta Hwy, Antipolo, Rizal
- c. Fairview 1 – Petron Gasoline Station, Doña Carmen Avenue corner Commonwealth Avenue, Quezon City
- d. Fairview 2 – SM City Fairview, Quirino Highway corner Regalado Hwy, Quezon City
- e. Imus 1 and 2 – PAGCOR Imus Warehouse, General Yengco St., Bayan Luma, Imus, Cavite

| | |
|----|--|
| f. | Las Piñas – University of Perpetual Help System, Dalta Alabang-Zapote Avenue, Pamplona 3, Las Piñas City |
| g. | Mandaluyong – Starmall EDSA Shaw Boulevard, Harvard, Mandaluyong City |
| h. | Monumento – SM Hypermart, General Pio Valenzuela Street corner Samson Road, Monumento, Caloocan City |
| i. | PAGCOR Corporate Office (Imet) – IMET BPO Tower, CBP-1A, Metropolitan Park, Roxas Blvd., Pasay City |
| j. | PAGCOR Corporate Office (New World) – New World Manila Bay Hotel, 1588 M.H. Del Pilar corner Pedro Gil Streets, Malate, Manila |
| k. | PAGCOR Corporate Office (Carmen) – 1105 M.Y. Orosa Street corner U.N. Avenue, Ermita, Manila |
| l. | Taguig – Transnational Diversified Group In-Hub gate, Western Bicutan, Taguig |
| m. | Kawit – SM City Dasmariñas, Governor's Drive, Brgy Sampalok 1, Dasmariñas, Cavite |
| n. | San Fernando, Pampanga |

D. Specifications

| Motor Vehicle Type | Description | Statement of Compliance |
|--------------------|---|--|
| Bus | A four- or six-wheel heavy and long bodied motor vehicle with locally assembled or fully imported chassis and body. It is primarily designed to carry a comparatively large number of passengers. It has a seating capacity of 49 to 66 passengers. | <hr/> Model and Brand Name: Bus |
| Minibus | A four- or six-wheel heavy and long bodied motor vehicle with locally assembled or fully imported chassis and body. It is primarily designed to carry a comparatively large number of passengers. It has a seating capacity of 22 to 34 passengers. | <hr/> <hr/> Minibus <hr/> <hr/> |

E. Changes in the Shuttle Service

| | |
|--|--|
| 1. Upon prior notification by PAGCOR and conformed by the CONTRACTOR, changes in the following are allowed: <ul style="list-style-type: none"> a. Routes b. Starting points c. Ending points d. Time of departure in the morning e. Time of departure in the afternoon/evening f. Type of motor vehicle g. Schedule | |
|--|--|

| | |
|---|--|
| <ul style="list-style-type: none"> h. No. of bus shuttle service units i. No. of daily requirements | |
| F. Schedule of Buses | |
| 1. Regular schedule shall be from Monday to Friday excluding 2 rest days per week, regular holidays and special days and work suspension due to inclement weather or by order of higher authority or warranted by a state of emergency. | |
| 2. The Monday to Friday schedule may be revised by PAGCOR. In this case, only the actual service shall be paid. | |
| 3. PAGCOR shall notify Contractor through email/telephone two (2) days before the revision of the schedule. | |
| G. Increase / Decrease of Bus Shuttle Requirement | |
| 1. PAGCOR, upon prior notice, at any time within the duration of the contract, may increase or decrease the number of buses that will be utilized per day, per week, per month, per year or may request for additional units. | |
| 2. PAGCOR shall notify Contractor in writing or through email/telephone/text 1 week before the scheduled time and trip of the additional units. | |
| H. Special Trip | |
| In case PAGCOR requests for special trips using bus or minibus not within the area of coverage of the employees' shuttle service, CONTRACTOR shall submit a quotation subject to acceptance of PAGCOR taking into consideration the current market rates of equivalent trip using bus or minibus. | |
| I. Loading/Unloading of Shuttle Passengers | |
| PAGCOR employees may be picked-up/dropped-off from/to any point along the bus routes if it is situated in a lawful and proper loading and unloading area. | |
| J. Drivers | |
| 1. To be provided by the Contractor hence, all salaries, allowances and all other legal benefits due to the driver shall be for the account of the Contractor | |
| 2. Uniformed, well-groomed, and courteous and with good moral | |

| | |
|--|--|
| character | |
| 3. With valid professional driver's license with appropriate restriction code | |
| 4. Must be at least high school graduate | |
| 5. Must be of legal age | |
| 6. Must have negative findings for prohibited drug use, duly certified by any licensed drug testing clinic | |
| 7. Should have NBI clearance or certificate showing that he has no criminal or derogatory record | |
| 8. Should have a COVID-19 vaccination card showing the complete dose of vaccine taken | |
| 9. Willing to undergo random drug testing by PAGCOR. Any driver who will be found positive for prohibited drug use shall be replaced by the Contractor immediately upon receipt of notice from PAGCOR | |
| 10. Must have at least two (2)-year experience driving a 46-seater bus, minimum | |
| K. Other Personnel of Contractor | |
| 1. A point person and alternate, with support team if any, from the Contractor, shall be designated as the over-all in charge of PAGCOR's bus shuttle requirement and shall be the contact person of the Contractor for all leased bus shuttle concerns | |
| 2. They shall be responsible in coordinating the scheduled trips to ensure timely delivery of services and shall see to it that all daily bus shuttle requirements of PAGCOR are satisfied/delivered, including other related concerns that need to be addressed | |
| L. Insurance | |
| The buses should be covered by a comprehensive insurance including passenger liabilities insurance and other required insurance for the entire duration of the contract | |
| M. Health and Safety Management | |
| 1. Use of safety automotive device such as but not limited to, seatbelts, fire extinguisher, first aid kit | |
| 2. Quality control of vehicles prior release to PAGCOR | |

| N. Vehicles Features | |
|--|--|
| 1. The allocated shuttle bus units shall be for the exclusive use of PAGCOR. | |
| 2. 2019-year model and up | |
| 3. Fully centralized air-conditioned | |
| 4. Regular bus, 49-seater minimum, seating configuration - 2 x 2, 4 seats per row | |
| 5. Have one (1) operating door and an emergency exit door or provision of emergency mallet | |
| 6. With radio am / fm | |
| 7. Clean curtains should be installed in the bus windows to block direct sunlight and laundry of these curtains should be done monthly | |
| 8. Have at least one (1) unit LED/LCD television measuring at least 26 inches | |
| 9. With video player | |
| 10. With installed trackers or GPS or monitoring device | |
| 11. Euro 4 and above emission standard | |
| 12. Original left-hand drive (not converted) | |
| 13. Equipped with large-display digital clock above the rear-view mirror and any two-way communication device (cellular phone or two-way radio) | |
| 14. Equipped with health safety equipment, devices, materials, supplies and other required installations as per requirement of the government in case of state of health emergency or other declared emergencies | |
| O. Violation Fines and Fees | |
| All fines and fees resulting from traffic violations or parking violations or any other violations shall be borne by the CONTRACTOR. | |
| P. Registration Fees | |
| All charges related to the registration of the leased buses and its | |

| | |
|---|--|
| annual renewal and any other fees related thereto shall be shouldered by the CONTRACTOR. | |
| Q. Repairs and Maintenance | |
| Repairs and maintenance of the buses shall be for the account of the Contractor. | |
| R. Vehicle Breakdown | |
| In case of vehicle breakdown, an appropriate amount shall be deducted from the receivables of the Contractor plus 20% of that amount as penalty. | |
| S. Toll Fees | |
| PAGCOR shall shoulder all toll fees in connection with the lease of buses. Summary of toll charges shall be billed by the CONTRACTOR to PAGCOR | |
| T. Penalty Charges | |
| 1. Failure of the Contractor to provide PAGCOR the required daily units of buses shall result to a penalty in the amount corresponding to the number of units not delivered and shall be deducted from the receivables of the Contractor. | |
| 2. Since the timely arrival of PAGCOR employees to various PAGCOR offices is a prime consideration in the procurement of lease of bus shuttle services, Contractor shall be also penalized for the late arrival of its shuttle buses reckoned from the departure time in the morning and evening trip an amount equivalent to ¼ of 1% of the lease rate per month per bus for every minute of delay which shall be deducted from the receivables of the Contractor. | |
| U. Driver's Meals | |
| Meals and snacks of the bus drivers shall be for the account of the Contractor | |
| V. PAGCOR Point Person | |
| A PAGCOR point person shall also be designated by PAGCOR | |
| W. Contract Duration | |
| The term of the contract shall be for two (2) years or until the budget is exhausted, whichever comes first | |

| | |
|--|--|
| X. Payment Terms | |
| 1. Only actual services rendered shall be paid | |
| 2. Payment is within thirty (30) calendar days from the date of receipt of the monthly billing statement / statement of account with complete supporting documents/attachments | |
| 2. Payment is VAT Exclusive, Zero Rated Transaction (BIR RMC No. 8-2012) | |
| 4. Payment shall be net of applicable government-mandated withholding taxes | |
| 5. Check payment accompanied by the Expanded Withholding Tax certificate shall be picked-up from PAGCOR's cashier | |
| Y. Billing Documents | |
| 1. In support of payment, the CONTRACTOR shall provide a daily trip ticket with the following details: <ul style="list-style-type: none"> a. Name of company b. Telephone number c. Mobile number d. Email address of company e. Trip ticket number f. Date of trip g. Name of driver h. Type of vehicle i. Plate number / conduction sticker j. Shuttle service name / route k. Morning and evening: <ul style="list-style-type: none"> 1. Place of origin 2. Time of departure 3. Destination 4. Time of arrival 5. Distance travelled, in kilometers 6. PAGCOR passengers' representative printed name, ID no., department and signature l. Previous odometer reading m. Current odometer reading n. Total distance travelled for morning and evening, in kilometers o. Signature of driver | |
| 2. Changes to above details are subject to change upon prior notice and conformed by CONTRACTOR. | |
| Z. Others | |

| | |
|---|--|
| Should have 24/7 availability of on-call assistance / action team to any road or traffic emergency situation such as traffic accidents, breakdown of vehicles, traffic violations, apprehensions, natural calamities and sudden illnesses | |
| AA. Towing Expenses | |
| Towing services shall be for the account of the Contractor. | |
| BB. Conduct of Tests | |
| <p>The following tests shall be conducted on the leased buses within seven (7) days before contract effectivity and at random during the contract period:</p> <ol style="list-style-type: none"> 1. Functionality Test on Door Locks, Fan Blower, Airconditioning System, Audio System, Wiper, Horn, Seatbelt, Lights (instrument panel, gauges, room lamp, headlight, signal light, park light, fog light (if included), brake light, reverse light, hazard light), Electronic Sockets 2. Drive Test to Check Ignition Key Switch, Shift Stick (forward, reverse), Hand Brake, Steering Wheel (left, right), Pedal (clutch, brake, accelerator) 3. Cleanliness Test to Physically Inspect the Exterior and Interior of the Units 4. Odor Test to Check Against Unpleasant Odor (exhaust and fuel fumes, cigarette smoke, clutch lining, rotten food, spoiled liquid, dead insects and rodents, upholstery) 5. Other Tests: <ol style="list-style-type: none"> 1. To Check if units are insect-free and have no broken glass windows or windshield 2. To Check if upholstery is in good condition | |
| CC. Documents that may be required by PAGCOR to be submitted within thirty (30) days from the effectivity date of the Notice to Proceed | |
| <ol style="list-style-type: none"> 1. List of Pool of Drivers 2. Copies of Driver's Licenses 3. Copies of NBI Clearance 4. Contractor shall provide PAGCOR the Drivers' Medical Certificate indicating fitness to drive and tested negative for prohibited drugs by a duly certified DOH-accredited drug testing clinic 5. Copies of Comprehensive and Driver's Liability Insurance and other insurance required by applicable government regulators 6. COVID-19 vaccination card showing the complete dose of vaccine taken | |
| DD. Designated Approving Authority | |
| 1. The Vice President-Enterprise Services Group shall be the primary approving authority for transportation-related matters | |

| | |
|--|--|
| 2. The Assistant Vice President-Transportation Services Department, Enterprise Services Group (TSD, ESG) or Officer-In-Charge, TSD, ESG shall be the alternate approving authority for transportation-related matters, or any other personnel authorized by PAGCOR. | |
| EE. Fuel | |
| 1. Shall be for the account of PAGCOR | |
| 2. PAGCOR shall use its own fuel fleet card for the buses' gas-up | |
| FF. Parking Area | |
| 1. Since the leased vehicles shall be dedicated exclusively for use by PAGCOR, to minimize shuttling cost and unauthorized use of the leased buses or its reliever/replacement units, PAGCOR shall provide a secured parking space for the leased/replacement/reliever/reserve vehicles during the lease period as applicable. | |
| GG. Undertaking of the Supplier | |
| 1. The Contractor shall always provide buses in excellent condition, based on the following: <ul style="list-style-type: none"> ▪ Safe and roadworthy ▪ Well maintained engines and other mechanical parts and tires ▪ Efficient air-conditioning units, clean and functioning seats ▪ Clean interior/exterior and free from insects, dust, and unpleasant odor. | |
| 2. The Contractor shall have a valid and current Certificate of Public Convenience (CPC) to operate Shuttle or Tourist Bus Services issued by LTFRB and shall secure all the necessary and applicable permits by all government and regulatory agencies to operate shuttle bus services. | |
| 3. The Contractor warrants assigning drivers with a valid professional driver's license with appropriate restriction code, valid NBI Clearance and with medical certificate indicating fitness to drive and tested negative for prohibited drugs. | |
| 4. The Contractor undertakes to provide courteous, diligent, well-groomed, cautious and responsible drivers. | |
| 5. The repairs and maintenance requirements and traffic violation fines shall be for the account of the Contractor. | |
| 6. Additional expenses incurred resulting from additional request of PAGCOR, traffic re-routing and any other circumstances beyond the control of the Contractor may be added to the Contractor's billing statement, provided that a written request is first made to | |

| | |
|--|--|
| <p>PAGCOR before the billing period, stating the details and/or justification of the expenses and that the said request is duly approved by PAGCOR.</p> | |
| <p>7. The Contractor shall solely and exclusively exercise the controls supervision and discipline of its assigned drivers and point persons/reliever/staff including but not limited to the right to suspend, transfer, terminate or impose disciplinary actions. However, PAGCOR reserves the right to request for the immediate replacement of any of the Contractor's assigned drivers who do not measure up to the standards set by PAGCOR.</p> | |
| <p>8. The Contractor shall immediately inform PAGCOR of the impending non-performance of services.</p> | |
| <p>9. The CONTRACTOR undertakes to comply with the government orders, directives, and resolutions during a state of health emergency or other state of emergency and all expenses related thereto shall be shouldered by the CONTRACTOR.</p> | |

Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

Each Bidder shall submit one (1) original and three (3) copies of the first and second components of its bid through their duly authorized representatives.

All envelopes shall:

- a. contain the name of the contract to be bid in **capital letters**;

PROCUREMENT OF LEASE OF MOTOR VEHICLE FOR TWO (2) YEARS [LOT 1 – LEASE OF BUS (REBIDDING)]

- b. bear the name and address of the Bidder in capital letters;
- c. be addressed to PAGCOR's BAC with the following details:

BIDS AND AWARDS COMMITTEE (BAC) 1 PHILIPPINE AMUSEMENT AND GAMING CORPORATION

- d. bear the specific identification of this bidding process: **ITB No. PB21-05-028CORa-10**; and
- e. bear a warning "**DO NOT OPEN BEFORE...**" the date and time for the opening of bids.

A sample diagram of the sealing and marking of Bid Envelopes is provided under Section IX (Bidding Forms).

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid and updated PhilGEPS Certificate of Registration and Platinum Membership in accordance with Section 8.5.2 of the 2016 Revised IRR of RA 9184, if registered under the Platinum category; Provided that all of the eligibility documents submitted to PhilGEPS are maintained and updated;

OR

In case any of the eligibility documents submitted to PhilGEPS is not updated, combination of a PhilGEPS Certificate of Registration and Platinum Membership, with any of the valid/updated Class "A" Eligibility Documents shall be submitted:

1. Securities and Exchange Commission (SEC) Registration Certificate for corporations, partnerships and/or joint ventures, Department of Trade and Industry (DTI) Registration Certificate for sole proprietorship, or Cooperative Development Authority (CDA) Registration Certificate for cooperatives; **AND/OR**
2. Valid Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.

In cases of recently expired Mayor's/Business Permits, it shall be accepted together with the official receipt as proof that the bidder has applied for the renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of the 2016 Revised IRR of R.A. 9184; **AND/OR**

3. Valid Tax Clearance Certificate per Executive Order (E.O.) No. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); **AND/OR**
4. Audited Financial Statements (AFS), stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year. In case the AFS for the preceding calendar year is not yet available, said AFS should not be earlier than two (2) years from the deadline for the Submission and Receipt of Bids.

Provided that the winning bidder are obliged to notify PAGCOR that it was able to ensure that all the aforesaid eligibility documents are current and updated in PhilGEPS at the earliest possible time but not later than the issuance of the Notice to Proceed (NTP).

OR;

In lieu of the PhilGEPS Certificate of Registration and Platinum Membership, bidders shall submit all of the proceeding valid and/or updated Class "A" Eligibility Documents; Provided that the bidder having the LCB/SCB submit/s a valid and updated PhilGEPS Platinum Certificate of Registration and Membership within five (5) calendar days from receipt of the BAC notice of the LCB/SCB during the post-qualification process

1. SEC Registration Certificate for corporations, partnerships and/or joint ventures, DTI Registration Certificate for sole proprietorship, or CDA Registration Certificate for cooperatives; **AND**
2. Valid Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.

In cases of recently expired Mayor's/Business Permits, it shall be

accepted together with the official receipt as proof that the bidder has applied for the renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of the 2016 Revised IRR of R.A. 9184; **AND**

3. Valid Tax Clearance Certificate per Executive Order (E.O.) No. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); **AND**
4. AFS stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year. In case the AFS for the preceding calendar year is not yet available, said AFS should not be earlier than two (2) years from the deadline for the Submission and Receipt of Bids.

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.

The Statement of all On-going Government and Private Contracts shall indicate for each contract, the following:

- name of the contract;
- date of the contract;
- contract duration;
- owner's name and address;
- kinds of goods;
- amount of contract and value of outstanding contracts;
- date of delivery (please state estimated date of delivery)

- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, completed within five (5) years prior to the deadline for the submission and receipt of bids in the amount equivalent to at least fifty percent (50%) of the ABC in the amount of Twenty Million One Hundred Eighty-Three Thousand One Hundred Thirty Pesos (Php20,183,130.00).

The bidder's SLCC similar to the contract to be bid should have been completed within **five (5) years** prior to the deadline for the submission and receipt of bids.

The statement identifying the Single Largest Completed Contract (SLCC) shall indicate for each contract, the following:

- (a) name of the contract;
- (b) date of the contract;
- (c) contract duration;
- (d) owner's name and address;
- (e) kinds of goods;

- (f) amount of completed contracts, adjusted by the bidder to current prices using PSA's consumer price index, if necessary for purposes of meeting the SLCC requirement;
- (g) date of delivery (actual date of delivery for the single largest completed contract); and
- (h) end user's acceptance or official receipt(s) or sales invoice issued for the contract, which shall be attached to the statement of SLCC.

For purposes of post-qualification, bidders are required to attach the entire set of the Contract, Purchase Order or Memorandum of Agreement to the Statement Identifying the SLCC.

Bidders are also required to Include in the aforesaid Statement of All On-going Government and Private Contracts and Statement Identifying the SLCC the following information:

- a) Contact Person; and
 - b) Contact Details (telephone/fax/cellphone number and/or email address)
- (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 Schedule of Requirements (Section VI);
- (f) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (g) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Special Power of Attorney for sole proprietorships, Notarized Secretary's Certificate/Board Partnership Resolution 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.

Reminder: If the prospective bidder's representative who will attend the Submission, Receipt, Opening and Preliminary Examination of Bids is different from the authorized representative to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, then the prospective bidder can include the name/s of said representative in the above-mentioned proofs of authorization (*e.g., original copy of the duly notarized Secretary's Certificate for corporations, Board/Partnership Resolution for partnerships, corporations, and/or joint ventures or an*

original copy of the Special Power of Attorney for sole proprietorships, whichever is applicable)

Financial Documents

- (h) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (i) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);

Bidders must submit a computation of its NFCC, which must be at least equal to the ABC to be bid.

The minimum amount of the NFCC computation is at least **Forty Million Three Hundred Sixty-Six Thousand Two Hundred Sixty Pesos (PhP40,366,260.00)**.

NFCC = [(Current assets minus current liabilities) **(15)**] minus the 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's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

For purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their audited financial statements prepared in accordance with international financial reporting standards.

OR:

A committed Line of Credit from a Universal or Commercial Bank, valid at least ninety (90) calendar days from the date of Submission, Receipt, Opening and Preliminary Examination of Bids, in lieu of its NFCC computation.

If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the total ABC to be bid and valid at least ninety (90) calendar days. If issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank.

The amount of the committed line of credit must be at least in the

total amount of **Four Million Thirty-Six Thousand Six Hundred Twenty-Six Pesos (PhP4,036,626.00)**.

Class “B” Documents

- (j) 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.

Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security.

Each partner of the joint venture shall submit their respective valid and updated PhilGEPS Certificates of Registration in accordance with Section 8.5.2 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

In case any of the eligibility documents submitted to PhilGEPS by any of the partners of the joint venture is not updated, a combination of a valid PhilGEPS Certificate of Registration and Platinum Membership, with any of the valid/updated Class “A” Eligibility Documents shall be submitted:

1. SEC Registration Certificate for corporations, partnerships and/or joint ventures; DTI Registration Certificate for sole proprietorship; or CDA Registration Certificate for cooperatives;
2. Valid Mayor’s Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
3. Valid Tax Clearance Certificate; and
4. AFS, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year.

In the event that one of the partners of the joint venture does not have a valid and updated PhilGEPS Certificate of Registration and Platinum Membership, then it shall submit the following eligibility documents:

1. SEC Registration Certificate for corporations, partnerships and/or joint ventures; DTI Registration Certificate for sole proprietorship; or CDA Registration Certificate for cooperatives;
2. Valid Mayor’s Permit issued by the city or municipality where

the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;

3. Valid Tax Clearance Certificate; and
4. AFS, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year.

The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance: *Provided*, That the partner responsible to submit the NFCC shall likewise submit the Statement of all of its ongoing contracts and Audited Financial Statements.

II. FINANCIAL COMPONENT ENVELOPE

- (a) Original of duly signed and accomplished Financial Bid Form;

and

- (b) Original of duly signed and accomplished Price Schedule(s).

All financial bids (unit and total prices) shall be rounded off up to two (2) decimal places, VAT Exclusive, Zero-Rated Transaction.



Section IX. Bidding Forms

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BID FORM

Date : _____
Project Identification No. _____

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

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]*, VAT Exclusive, Zero-Rated Transaction 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.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

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

| Name and address | Amount | Purpose of agent | Currency, Commission or gratuity |
|------------------|--------|------------------|----------------------------------|
|------------------|--------|------------------|----------------------------------|

| | | | |
|-------|--|--|--|
| _____ | | | |
| _____ | | | |

(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 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: _____

Date: _____

For Goods Offered From Abroad
[shall be submitted with the Bid if bidder is offering goods from Abroad]

Kindly supply the required information in the spaces provided. Do not forget to indicate the “Country of Origin” of the goods offered. Any alteration to any of the terms and conditions contained in the document may cause your disqualification except if said alteration or revision is a result of a Supplemental/Bid Bulletin.

Name of Bidder _____ . Invitation to Bid Number . Page ____ of _____.

| Qty / UOM | Lease Rate Per Day Per Bus | Lease Rate for 1 Year | Lease Rate for Two (2) Years | GRAND TOTAL BID PRICE/LEASE RATE FOR TWO (2) YEARS FOR ELEVEN (11) UNITS BUSES VAT Exclusive, Zero-Rated Transaction |
|-----------|----------------------------|-----------------------|------------------------------|--|
| 11 units | P | P | P | Amount in figures: P _____ Amount in words: _____ _____ _____ |

Note: To compute for the bid/lease for 1 year, multiply the Lease Rate Per Day Per Bus by 11 units, then multiply by 261 days

The 261 days represents the number of weekdays (Monday to Fridays) for 1 year

[Signature of the Authorized Rep.]
Rep.])

[in the capacity of] (Please indicate position of Authorized Rep.)]

Duly authorized to sign Bid for and on behalf of _____
(Please indicate name of company)

***BIDDERS SHALL NOT ALTER THIS FORM**

**For Goods Offered From Within the Philippines
[shall be submitted with the Bid if bidder is offering
goods from within the Philippines]**

Kindly supply the required information in the spaces provided. Do not forget to indicate the "Country of Origin" of the goods offered. Prospective bidders have the option to indicate the appropriate amount, "0", "-" or "Not Applicable (N/A)" for columns 6, 7 and 8. Any alteration to any of the terms and conditions contained in the document may cause your disqualification except if said alteration or revision is a result of a Supplemental/Bid Bulletin.

Name of Bidder _____ . Invitation to Bid Number . Page ____ of _____.

| Qty / UOM | Lease Rate Per Day Per Bus | Lease Rate for 1 Year | Lease Rate for Two (2) Years | GRAND TOTAL BID PRICE/LEASE RATE FOR TWO (2) YEARS FOR ELEVEN (11) UNITS BUSES VAT Exclusive, Zero-Rated Transaction |
|-----------|----------------------------|-----------------------|------------------------------|--|
| 11 units | P | P | P | Amount in figures: P _____ Amount in words: _____ _____ _____ |

Note: To compute for the bid/lease for 1 year, multiply the Lease Rate Per Day Per Bus by 11 units, then multiply by 261 days

The 261 days represents the number of weekdays (Monday to Fridays) for 1 year

[Signature of the Authorized Rep.]
Rep.)]

[in the capacity of] (Please indicate position of Authorized Rep.)

Duly authorized to sign Bid for and on behalf of _____
(Please indicate name of company)

***BIDDERS SHALL NOT ALTER THIS FORM**

DRAFT SERVICE CONTRACT

This SERVICE CONTRACT is entered into and executed by and between:

PHILIPPINE AMUSEMENT AND GAMING CORPORATION (PAGCOR), a government owned and controlled corporation created and existing by virtue of *Presidential Decree 1869*, as amended, with office address at the PAGCOR Executive Office, New Coast Hotel, M.H. Del Pilar cor. Pedro Gil Sts., Malate, Manila, represented in this act by its Chairman and Chief Executive Officer, ANDREA D. DOMINGO, hereinafter referred to as "PAGCOR";

-and-

_____, a sole proprietor/corporation duly organized/registered under the laws of the Philippines/with the Department of Trade and Industry (DTI), with office address at _____, represented in this act by its _____, hereinafter referred to as the "**CONTRACTOR**". A copy of the Secretary's Certificate/DTI Registration Certificate is hereby attached as Annex "A".

Each referred to as a "**PARTY**" and collectively as the "**PARTIES**"

The parties warrant that they are duly organized, registered, validly existing and in good standing under the laws of the Republic of the Philippines, and that the parties and their representatives are capable and have the requisite power, authority, permits, clearances and licenses, to enter into this Service Contract and to perform the Services and all of their obligations under this Service Contract.

RECITALS:

WHEREAS, PAGCOR requires the Procurement of Lease of Motor Vehicle for Two (2) Years [Lot 1 – Lease of Bus (Rebidding)] ("Services") under ITB No. PB21-05-028CORa-10;

WHEREAS, **PAGCOR** undertook the procurement of the Services through Public Bidding (Rebidding) in accordance with the provision of Republic Act No. 9184 and its 2016 Revised Implementing Rules and Regulations on October 21, 2021;

WHEREAS, the **CONTRACTOR** has submitted the lowest/single calculated responsive bid;

WHEREAS, **PAGCOR** has accepted the bid of the **CONTRACTOR**, subject to the terms and conditions hereunder stipulated:

I. SCOPE OF SERVICES

The CONTRACTOR undertakes to provide the Services to PAGCOR, in accordance with the accomplished Schedule of Requirements (Section VI), Technical Specifications (Section VII) and Bid Form with Schedule of Prices (Schedule VIII) herein attached as Annexes "B", "C" and "D", respectively, and made an integral part of this Contract. The items covered by this Contract are as follows:

xxx xxx xxx

If there is any conflict between the provisions of this Contract and the duly accomplished Schedule of Requirements, Technical Specifications and Bid Form with Schedule of Prices, the latter shall prevail.

II. CONTRACT PRICE and SCHEDULE OF PAYMENT

1. The total contract price for this Service Contract shall be _____, VAT-exclusive, zero-rated transaction. The service cost per unit shall be as follows:

| Qty / UOM | Lease Rate Per Day Per Bus | Lease Rate for 1 Year | Lease Rate for Two (2) Years | GRAND TOTAL BID PRICE/LEASE RATE FOR TWO (2) YEARS FOR ELEVEN (11) UNITS BUSES VAT Exclusive, Zero-Rated Transaction |
|--------------|----------------------------------|--------------------------|------------------------------------|---|
| 11 units | P | P | P | Amount in figures: P _____ Amount in words: |

Note: To compute for the bid/lease for 1 year, multiply the Lease Rate Per Day Per Bus by 11 units, then multiply by 261 days

The 261 days represents the number of weekdays (Monday to Fridays) for 1 year

2. No advance payment is allowed. Payment schedule shall be based on completion of the requirement specified in Article I.

3. Payment shall be based on actual service/s availed.

4. The **CONTRACTOR** shall submit to **PAGCOR** a detailed billing for the services rendered which shall be the basis for the processing of payment.

5. The **CONTRACTOR** shall submit the detailed billing to Transport Services Department.

6. The Contract Price shall include all applicable taxes, fees and charges required by the government. **CONTRACTOR** holds **PAGCOR** free from liability for

any or all taxes. Prices agreed shall not be subject to any increase or upward adjustment

7. It is understood that the unit price indicated in the Bid Form with Schedule of Prices and Contract is fixed for the duration of the Contract.

8. Payment shall be based on actual billing and consumption and shall be subject to the appropriate withholding taxes.

9. The **CONTRACTOR** shall submit a VAT exclusive and zero rated Statement of Account to **PAGCOR** every ____ (____) of the month. The Statement Account shall be verified by TSD with the Service Invoice duly signed by the authorized representative of **PAGCOR**. However, services found unsatisfactory and / or not conformed to by **PAGCOR** shall not be paid.

10. **PAGCOR** shall pay the billing statement within thirty (30) calendar days from its receipt of the billing statement provided that any additional, necessary and / or required supporting documents are submitted by the **CONTRACTOR** and are verified by **PAGCOR**.

11. **PAGCOR** shall not be under any obligation to pay the **CONTRACTOR** the entire amount of the contract price. Moreover, the aggregate billings under this Contract shall not exceed the total contract price.

12. **PAGCOR** shall not be liable for any other costs except as provided under this Contract.

13. **PAGCOR** accepts no liability for the damage of the goods during transit. The risk and title to the goods shall be deemed to have passed to **PAGCOR** only upon receipt and final acceptance of the goods.

III. CONTRACT TIME AND DELIVERY

1. This Contract shall for a period of two (2) years commencing within thirty (30) calendar days from the date of receipt by the **CONTRACTOR** of the Notice to Proceed or until the contract price is exhausted, whichever comes first.

2. The buses shall have fixed routes as follows:

3. The regular schedule of buses shall be from Monday to Friday excluding regular and special holidays and work suspension due to inclement weather or by order of higher authority

4. **PAGCOR** shall notify **CONTRACTOR** through email/telephone two (2) days before the scheduled time and trip of the additional bus or buses.

5. **PAGCOR** shall notify **CONTRACTOR** through email/telephone one (1) days before the scheduled time and trip of any additional bus needed.

6. **PAGCOR** may terminate this Contract with or without cause, without need for judicial intervention, and without incurring any obligation whatsoever, upon thirty (30) days written notice to the **CONTRACTOR**.

IV. NO EMPLOYER-EMPLOYEE RELATIONSHIP

There shall be no employer-employee relationship between PAGCOR and the employees of the CONTRACTOR. The CONTRACTOR shall have the entire charge, control and supervision of the Services herein agreed upon. The CONTRACTOR shall be responsible for all acts and omissions of its agents, personnel and all persons allowed by it to have access to PAGCOR's premises for any damage, which may be caused to persons or property while remaining either casually or in business in any part of PAGCOR's premises. Any accident, injury or sickness of any kind, or death that may occur to any employee of the CONTRACTOR during the time and consequent to the performance of the Services under this Service Contract shall likewise be the CONTRACTOR's sole responsibility.

The CONTRACTOR further binds itself to indemnify and hold PAGCOR free and harmless from any claim on account of the aforementioned injuries or damages or from any claim of its employees for any cause.

V. WARRANTIES AND RESPONSIBILITIES

The CONTRACTOR hereby warrants and represents that:

1. It is an entity duly organized, validly existing, and in good standing under the laws of the Republic of the Philippines, and it has the requisite power and authority to enter into and perform its obligations under this Contract.

2. There are no actions, suits or proceedings pending or, to the best of its knowledge, threatened which may have a material adverse effect on its ability to fulfill its obligations under this Contract or on its operations, business, properties, assets or business condition.

3. That the Services to be rendered shall be as described under Article I of this Contract. The **CONTRACTOR** warrants that it has secured all the necessary government licenses and permits to allow it to render the Services agreed upon and that it is free from any liability or adverse claims, of every nature and description that would prevent or hinder it from rendering the said Services.

4. The **CONTRACTOR** shall defend, protect, indemnify, and hold **PAGCOR** harmless from any and all adverse claims that may be made by any third party in connection with the rendition of the Services in Article I herein.

VI. TAXES AND LICENSES

All taxes, amounts, claims, and expenses pertaining to clearances, licenses, permits, registrations or renewals thereof, required by PAGCOR or the appropriate government entities for the Services to be performed under this Service Contract shall be for the exclusive account of the **CONTRACTOR**.

Upon request of **PAGCOR**, the **CONTRACTOR** shall regularly present, within the duration of the Contract, a tax clearance from the Bureau of Internal Revenue (BIR) as well as a copy of its income and business tax returns duly stamped and received by the BIR and duly validated with the tax payments made thereon.

The **CONTRACTOR** shall pay taxes in full and on time, failure to do so will entitle **PAGCOR** to suspend payment for services rendered by the **CONTRACTOR**.

VII. PERFORMANCE SECURITY

The **CONTRACTOR** shall post a Performance Security (the "Security") for the benefit of **PAGCOR** as a guarantee for the former's compliance with its obligations under this Contract. The Security shall be posted prior to the signing of the Contract, in accordance with any of the following schedule:

| Form of Security | Amount in Percentage of Total Contract Price |
|--|---|
| Cash, cashier's/manager's check issued by a Universal or Commercial Bank; | Five Percent (5%) |
| Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank, Provided however that if issued by a foreign bank, it shall be duly confirmed by a Universal or Commercial Bank; or | |
| Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security specific for the contract awarded. | Thirty Percent (30%) |
| Performance Securing Declaration | Using the Government Procurement Policy Board (GPPB) Prescribed Format duly attached herewith |

The Security shall remain valid until issuance of the last / final certificate of Acceptance. The same may be released only after **PAGCOR**'s conformity with the last / final Certificate of Performance submitted by the **CONTRACTOR** in accordance

with Article I herein and provided that there are no claims filed against the CONTRACTOR or the surety company.

VIII. CLAIMS AND DISPUTES

All claims and disputes relating to or arising out of this Contract, shall as much as possible, be settled amicably by the parties before resorting to any judicial action.

If the parties fail to settle their difference or disputes, the parties waiving for the purpose any other venue, hereby agree that the courts of the City of Manila shall be the exclusive venue of any or all actions or suits between the parties to the exclusion of all other courts and venues. This exclusive venue provision shall apply even in cases for declaration of nullity of this Contract in its entirety or in part.

IX. DAMAGES FOR DELAY

The **CONTRACTOR** shall completely perform the Services within the time prescribed in Article III herein. Should the **CONTRACTOR** incur delay in its performance, the **CONTRACTOR** shall pay a penalty of one-fourth of one percent (1/4 of 1%) of the cost of the undelivered/unperformed Services for each day of delay, including Sundays and Holidays, beyond the specific period. The maximum deduction shall be ten percent (10%) of the amount of the Contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the Contract, **PAGCOR** shall have the option to rescind the Contract, without prejudice to other courses of action and remedies open to it.

In case the **CONTRACTOR** still fails to perform the Services after the lapse of thirty (30) days from the supposed date of completion as provided for herein, in addition to the forfeiture of the performance security, **PAGCOR** shall have the option to terminate the contract.

X. MISCELLANEOUS PROVISIONS

In the event that the facts and circumstances arise or are discovered which render this Contract disadvantageous to the Government, the parties, hereto agree immediately to re-negotiate its terms and conditions, or at the option of **PAGCOR**, terminate the same.

No terms and conditions of this Contract shall be waived and no breach or default excuse unless such waiver or excuse shall be in writing and signed by the party affected.

This Contract, is of a personal nature and any interest therein may not be assigned or sub-contracted without the prior consent of **PAGCOR**

This Contract contains all the covenants and stipulations agreed upon by the parties and shall be modified, revised or amended only upon written agreement of both parties.

The relationship between the parties shall be limited to the performance of the terms and conditions of the Contract. Nothing in this Contract shall be construed to create a general partnership between the parties, or to authorize any party to bind the other except as set forth in this Contract, or to borrow money on behalf of another party, or to use the credit of any party for any purpose other than what has been set forth herein.

This Contract constitutes the entire agreement between the parties pertaining to the subject matter contained in it, and supersedes all prior and contemporaneous agreements, representations, warranties and understandings of the parties. No supplement, variation or amendment of this Contract shall be binding unless executed in writing by the parties. No supplement, variation or amendment of this Contract shall be binding unless executed in writing by all the parties thereto.

In the event that a dispute arises with respect to this Contract, the party prevailing in such dispute shall be entitled to recover all expenses, including, without limitation, to reasonable attorney's fees and expenses incurred in ascertaining such party's rights or in preparing to enforce, or in enforcing, such party's rights under this Contract, whether or not it was necessary for such party to institute suit.

If any provision of hereof is prohibited or made unenforceable under any applicable law or by a competent court or authority, the same shall not affect any other provision of this Contract, which are otherwise valid and enforceable.

IN WITNESS WHEREOF, the Parties hereto have signed these presents on this _____ day of _____, 2021 at _____.

**PHILIPPINE AMUSEMENT AND
GAMING CORPORATION**

TIN: 033-000-887-972

Represented by:

ANDREA D. DOMINGO
Chairman and Chief Executive Officer
TIN: 118-684-814

TIN: _____

Represented by:

TIN: _____

Signed in the presence of:

A C K N O W L E D G M E N T

REPUBLIC OF THE PHILIPPINES)
_____) S.S.

BEFORE ME, this _____ in
_____, personally appeared:

| Name | Identification Document Presented | Issue Date |
|------|-----------------------------------|------------|
| | | |

and presented to me an integrally complete document / instrument for acknowledgement. She represented and declared to me that she voluntarily affixed the signatures appearing on the instrument / document for the purposes stated therein and that she executed the instrument / document as her free and voluntary act and deed (and if she acted in representative capacity, she has the authority to sign in that capacity).

The instrument / document referred to is a Service Contract consisting of _____ (__) pages including the page on which this Acknowledgement is written duly signed by the parties and their instrumental witnesses.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal on the date and place first above written.

Doc No. _____
Page No. _____
Book No. _____
Series of 2021.

A C K N O W L E D G M E N T

REPUBLIC OF THE PHILIPPINES)
_____) S.S.

BEFORE ME, this _____ in
_____, personally appeared:

| Name | Identification Document Presented | Issue and Expiry Date |
|------|-----------------------------------|-----------------------|
| | | |

and presented to me an integrally complete document / instrument for acknowledgement. He/she represented and declared to me that he/she voluntarily affixed the signatures appearing on the instrument / document for the purposes stated therein and that he/she executed the instrument / document as his/her free and voluntary act and deed (and if he/she acted in representative capacity, he/she has the authority to sign in that capacity).

The instrument / document referred to is a Service Contract consisting of _____ (__) pages including the page on which this Acknowledgement is written duly signed by the parties and their instrumental witnesses.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my Notarial Seal on the date and place first above written.

Doc No. _____
Page No. _____
Book No. _____
Series of 2021.

Omnibus Sworn Statement

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

AFFIDAVIT

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

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

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

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

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

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

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **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 following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

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.

Bidder's Representative/Authorized
Signatory

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

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

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____ *[date issued]*, *[place issued]*
IBP No. _____ *[date issued]*, *[place issued]*
MCLE Compliance No. _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

Bank Guarantee Form for Advance Payment

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

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, *[name and address of Supplier]* (hereinafter called the "Supplier") shall deposit with the PROCURING ENTITY a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

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

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

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

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

BID SECURING DECLARATION FORM

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

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*

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

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

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

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

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

MCLE Compliance No. _____

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

STATEMENT OF ALL ON-GOING GOVERNMENT AND PRIVATE CONTRACTS

Kindly supply the required information in the spaces provided.

Name of Bidder _____ . Invitation to Bid Number . Page _____ of _____

| Name of the Contract | Date of the Contract | Contract Period | Owner's Name and Address | Contact Person and Contact Details (Tel./Cell No. and/or Email Address) | Kinds of Goods | Date of Delivery (Please indicate estimated date of delivery) | Amount of Contract | Value of Outstanding Contracts |
|-----------------------|----------------------|-----------------|--------------------------|---|----------------|---|--------------------|--------------------------------|
| Government Contracts: | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Private Contracts: | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Total | | | | | | | | |

[Signature of the Authorized Rep.] [in the capacity of] (Please indicate position of Authorized Rep.)]

Duly authorized to sign Bid for and on behalf of _____
(Please indicate name of company)

NOTE:

The aforesaid statement should include those contracts awarded but not yet started.

Further, bidders should indicate "None" or "No On-going Government and/or Private Contracts" if they do not have any on-ongoing government and/or private contracts in the corresponding rows and/or column, including contracts awarded but not yet started, whether similar or not similar in nature and complexity to the contract to be bid.

STATEMENT OF THE SINGLE LARGEST COMPLETED CONTRACT

Kindly supply the required information in the spaces provided.

Name of Bidder _____ . Invitation to Bid Number . Page ____ of _____ .

| Name of the Contract | Date of the Contract | Contract Period | Owner's Name and Address | Contact Person and Contact Details (Tel./Cell No. and/or Email Address) | Kinds of Goods | Amount of Contract adjusted by the bidder to current prices using PSA's consumer price index, if necessary for purposes of meeting the SLCC requirement; | Date of Delivery (Please indicate actual date of delivery) |
|----------------------|----------------------|-----------------|--------------------------|---|----------------|--|--|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

[Signature of the Authorized Rep.]

[in the capacity of] (Please indicate position of Authorized Rep.)]

Duly authorized to sign Bid for and on behalf of _____
 (Please indicate name of company)

NOTE:

Bidders shall submit and attach a copy of the end-user's acceptance or official receipt(s) or sales invoice.

NFCC COMPUTATION

Kindly supply the required information in the spaces provided.

Name of Bidder _____ . Invitation to Bid Number . Page ____ of _____.

Approved Budget for the Contract ABC:

Forty Million Three Hundred Sixty-Six Thousand Two Hundred Sixty Pesos (PhP40,366,260.00), VAT Exclusive, Zero-Rated Transaction

| DETAILS | AMOUNT |
|---|--------|
| Current Assets | |
| Minus | |
| Current Liabilities | |
| Difference of Current Assets and Current Liabilities | |
| Multiplied by | |
| K | 15 |
| Total (Product) | |
| Minus | |
| Total value of all outstanding contracts, including those awarded but not yet started | |
| Total NFCC Computation | |

*[Signature of the Authorized Rep.]
of Authorized Rep.]*

[in the capacity of] (Please indicate position

Duly authorized to sign Bid for and on behalf of _____
(Please indicate name of company)

DIAGRAM FOR THE SEALING AND MARKING OF BIDS

