



IBP Road, Constitution Hills, Batasang Pambansa Complex, 1126 Quezon City  
Telephone Nos. Telephone Nos. (02) 8931-7935 or 39 Local 508; 8931-7990  
Email Add: [csc.ofam.pmd@gmail.com](mailto:csc.ofam.pmd@gmail.com)

# Procurement of GOODS

**Procurement of Services of a Private Security Printer for the  
Printing, Packaging, and Delivery of Test Materials for Various  
Civil Service Examinations for July 2024 to June 2025  
[Early Procurement Activity (EPA)]**

**Project Identification No. 2023-19**

Sixth Edition  
July 2020

# Table of Contents

<b>Glossary of Acronyms, Terms, and Abbreviations .....</b>	<b>3</b>
<b>Section I. Invitation to Bid.....</b>	<b>6</b>
<b>Section II. Instructions to Bidders.....</b>	<b>10</b>
1. Scope of Bid .....	11
2. Funding Information.....	11
3. Bidding Requirements .....	11
4. Corrupt, Fraudulent, Collusive, and Coercive Practices .....	11
5. Eligible Bidders.....	11
6. Origin of Goods .....	12
7. Subcontracts .....	12
8. Pre-Bid Conference .....	13
9. Clarification and Amendment of Bidding Documents .....	13
10. Documents comprising the Bid: Eligibility and Technical Components .....	13
11. Documents comprising the Bid: Financial Component .....	13
12. Bid Prices .....	13
13. Bid and Payment Currencies .....	14
14. Bid Security .....	14
15. Sealing and Marking of Bids .....	14
16. Deadline for Submission of Bids .....	15
17. Opening and Preliminary Examination of Bids .....	15
18. Domestic Preference .....	15
19. Detailed Evaluation and Comparison of Bids .....	15
20. Post-Qualification .....	16
21. Signing of the Contract .....	16
<b>Section III. Bid Data Sheet .....</b>	<b>17</b>
<b>Section IV. General Conditions of Contract .....</b>	<b>19</b>
1. Scope of Contract .....	20
2. Advance Payment and Terms of Payment .....	20
3. Performance Security .....	20
4. Inspection and Tests .....	20
5. Warranty .....	21
6. Liability of the Supplier .....	21
<b>Section V. Special Conditions of Contract .....</b>	<b>22</b>
<b>Section VI. Schedule of Requirements .....</b>	<b>26</b>
<b>Section VII. Technical Specifications .....</b>	<b>28</b>
<b>Section VIII. Checklist of Technical and Financial Documents .....</b>	<b>32</b>
<b>Section IX. Bidding Forms .....</b>	<b>36</b>

# *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***



Constitution Hills, Batasang Pambansa Complex  
Diliman 1126 Quezon City, Philippines

**INVITATION TO BID**  
**FOR**  
**Procurement of Services of a Private Security Printer for the**  
**Printing, Packaging, and Delivery of Test Materials for Various**  
**Civil Service Examinations for July 2024 to June 2025**  
**[Early Procurement Activity (EPA)]**

1. The Civil Service Commission – Central Office (CSC-CO) through the National Expenditure Program (NEP) FY 2024 intends to apply the sum of **Forty-Three Million Nine Hundred Ninety-Nine Thousand Nine Hundred Sixty-Four Pesos (Php43,999,964.00)** being the ABC to payments under the contract for *Procurement of Services of a Private Security Printer for the Printing, Packaging, and Delivery of Test Materials for Various Civil Service Examinations for July 2024 to June 2025* with Project Identification (ID) No. 2023-19- EPA. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The CSC-CO now invites bids for the **Early Procurement Activity (EPA)** of the above Procurement Project, in accordance with the provisions under **Appendix 31 (Guidelines on the Implementation of Early Procurement Activities)** of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184. Delivery of the Goods as specified in in Section VI (Schedule of Requirements) of the Bidding Documents. 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 the Civil Service Commission – Central Office, through the CSC-BAC Secretariat and inspect the Public Bidding Documents (PBD) at the address given below during office hour.
5. A complete set of **Public Bidding Documents (PBD)** may be acquired by interested Bidders from November 29, 2023 and onwards from the [www.csc.gov.ph/procurement](http://www.csc.gov.ph/procurement) (CSC Website). Upon submission of bids, the bidder shall pay the fee in the amount of **Twenty-Five Thousand Pesos (Php25,000.00)**. The bidding documents may also be secured from the CSC BAC-Secretariat upon payment of the corresponding fee. The Procuring Entity shall allow the bidder to present its proof of payment for the fees which will be presented in person, by facsimile, or through electronic means.

The CSC accepts manual payment at the CSC Cashier Unit located at the CSC Mainbuilding, or online payment with the Land Bank of the Philippines (LBP) through Deposit/Fund Transfer to the CSC Bids and Awards Committee Account at the LBP - Batasan Branch with the following details:

Account Name: CSC BIDS AND AWARDS COMMITTEE  
Account Number: 003122-1019-82

The Bidders shall submit and send through email at [csc.ofam.pmd@gmail.com](mailto:csc.ofam.pmd@gmail.com) a scanned or screenshot image of the Transaction Receipt/ Deposit Slip/ Official Receipt as their proof of payment at least a day before the date of bid opening.

Bidders which previously purchased and paid fee for the Public Bidding Documents (PBD) during the first bidding may no longer required to pay the bidding documents fee during the second bidding and thereafter for the aforesaid project.

6. The Civil Service Commission – Central Office will hold a **Pre-Bid Conference** on **December 4, 2023 at 3:30 p.m. through videoconferencing** using *Microsoft (MS) Teams* as platform and shall be open to interested bidders. Below is the invitation link to the pre-bid conference:

Link here:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_NTk5NWRhYjQtZmMwNS00NDIxLWFjYjctYjU2MzYyNDk0Mjdk%40thread.v2/0?context=%7b%22Tid%22%3a%22b18ff772-1cac-4521-9a8b-f077b03a9db6%22%2c%22Oid%22%3a%22d3e2eff5-d07e-4d8c-b558-e4614f86a95c%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NTk5NWRhYjQtZmMwNS00NDIxLWFjYjctYjU2MzYyNDk0Mjdk%40thread.v2/0?context=%7b%22Tid%22%3a%22b18ff772-1cac-4521-9a8b-f077b03a9db6%22%2c%22Oid%22%3a%22d3e2eff5-d07e-4d8c-b558-e4614f86a95c%22%7d)

7. **Bids must be duly received by the CSC-BAC through its BAC Secretariat one (1) original copy (hardcopy) and one (1) softcopy/electronic copy (with password protection) of the bid documents** in the addressed indicated below and email address at [csc.ofam.pmd@gmail.com](mailto:csc.ofam.pmd@gmail.com) on or before **December 21, 2023 at 9:00 a.m.** 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 or Bid Securing Declaration (BDS).



9. **Bid Opening** shall be on **December 21, 2023 at 10:00 a.m.** through videoconferencing via Microsoft (MS) Teams using an invitation link below:

Link here:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_YWRhMmUxMmMtMmFjYS00Y2EyLWFiYjltZDRjOTczOGQ0ODhm%40thread.v2/0?context=%7b%22Tid%22%3a%22b18ff772-1cac-4521-9a8b-f077b03a9db6%22%2c%22Oid%22%3a%22d3e2eff5-d07e-4d8c-b558-e4614f86a95c%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YWRhMmUxMmMtMmFjYS00Y2EyLWFiYjltZDRjOTczOGQ0ODhm%40thread.v2/0?context=%7b%22Tid%22%3a%22b18ff772-1cac-4521-9a8b-f077b03a9db6%22%2c%22Oid%22%3a%22d3e2eff5-d07e-4d8c-b558-e4614f86a95c%22%7d)

Pursuant to Item 4.2 (B) of the GPPB Resolution No. 09-2020, Bidder must allow to a password-protected Bidding Documents on opening date and time. The passwords for accessing the file will be disclosed by the Bidders only during the actual bid opening which may be done in person or face-to-face through videoconferencing, webcasting or similar technology.

In case of technicality/error in opening of electronic bid documents using password or problem in the internet connection in the CSC, the BAC shall physically open and check the submitted hardcopy of bid documents and which shall serve as references of the BAC in the bidding.

10. On or before the conduct of Pre-bid Conference, Bid Opening and BAC meetings, the authorized representative(s) of prospective bidders must present Letter of Intent/ Authorization Letter from their company and must have a valid Identification Card (Company ID or any Government-issued ID) which may be done in person or through electronic means.
11. The Civil Service Commission – Central Office 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:

**CSC-CO BAC Secretariat**

Civil Service Commission – Central Office  
IBP Road, Constitution Hills, Quezon City  
Trunkline No. (02) 8931-7935 or 39, local 508  
Direct Line: (02) 8931-7990; Fax No. 8931-8029  
Email Address: [csc.ofam.pmd@gmail.com](mailto:csc.ofam.pmd@gmail.com)

13. You may visit the following website for downloading of Bidding Documents.

[www.csc.gov.ph/procurement](http://www.csc.gov.ph/procurement) or [www.philgeps.gov.ph](http://www.philgeps.gov.ph)



**ATTY. ARIEL G. RONQUILLO**  
CSC Assistant Commissioner

*Chairperson, CSC CO Bids and Awards Committee (BAC)*



November 27, 2023

## ***Section II. Instructions to Bidders***

## 1. Scope of Bid

The Procuring Entity, Civil Service Commission – Central Office wishes to receive Bids for the *Procurement of Services of a Private Security Printer for the Printing, Packaging, and Delivery of Test Materials for Various Civil Service Examinations for July 2024 to June 2025* with Project Identification Number 2023-19.

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 2024 in the amount of **Php43,999,964.00**.

2.2. The source of funding is the FATR Fund.

## 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 “P” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## 5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. Foreign ownership limited to those allowed under the rules may participate in this Project

- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project, the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.

- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## **6. Origin of Goods**

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

## **7. Subcontracts**

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

The Procuring Entity has prescribed that Subcontracting is not allowed.

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB**.

## **9. Clarification and Amendment of Bidding Documents**

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## **10. Documents comprising the Bid: Eligibility and Technical Components**

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within 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.

## **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 **BDS**.

### **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 until the **April 21, 2023**. 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**

The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

## **17. Opening and Preliminary Examination of Bids**

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## **18. Domestic Preference**

The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

## **19. Detailed Evaluation and Comparison of Bids**

19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the

2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

- 19.4. The Project shall be awarded as one Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

## **21. Signing of the Contract**

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***

# Bid Data Sheet

ITB Clause	
5.3	For this purpose, <u>contracts similar to the Project</u> shall be: <ol style="list-style-type: none"> <li>a. <b>Security printing, packaging and delivery of various test materials.</b></li> <li>b. Completed in the <b>Five (5) years</b> prior to the deadline for the submission and receipt of bids.</li> </ol>
7.1	Subcontracting is allowed.
12	The price of the Goods shall be quoted DDP in Quezon City or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ol style="list-style-type: none"> <li>a. The amount of not less than <b>Php879,998.92</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>Php2,199,997.30</b>, if bid security is in Surety Bond.</li> </ol>
15	<b>Bidders are requested to submit one (1) original copy (hardcopy) and one (1) softcopy/electronic copy of the bid documents</b> in the address at CSC-BAC, OFAM Room, Civil Service Commission–Central Office, IBP Road, Constitution Hills, Quezon City, and to email address at <b><a href="mailto:csc.ofam.pmd@gmail.com">csc.ofam.pmd@gmail.com</a></b> on or before <b>December 21, 2023 at 9:00 a.m.</b>
19.3	The Project shall be awarded in one Contract.
20.2	For purposes of Post-Qualification, the following document(s) shall be required: <ol style="list-style-type: none"> <li>1. Proof of completion of the single largest contract as identified in the Statement of Single Largest Contract, which shall be copy of any verifiable document(s) such as but not limited to the following: (a) Contract/s or Purchase Order/s; (b) corresponding Sales Invoice/s; (c) Official Receipt/Cash Receipt/Collection Receipt; and (d) Certificate of Satisfactory Completion.</li> <li>2. Latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS).</li> <li>3. Valid and updated PhilGEPS Certificate of Registration (Platinum Membership), if bidder opted to submit the eligibility documents under the Certificate during opening of bids.</li> </ol> <p>In case the notice for the submission of post-qualification documents is sent via the bidder's email, it shall be considered as received by the bidder on the date and time the email was sent, whether or not the bidder acknowledged the said email. It shall be the bidder's responsibility to check its/his/her email for the purpose.</p>

## ***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 specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

## **5. Warranty**

- 5.1 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.
- 5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Liability of the Supplier**

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

## *Section V. Special Conditions of Contract*

## Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></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>“The delivery terms applicable to the Contract are DDP delivered to Quezon City. In accordance with INCOTERMS.”</p> <p>The delivery terms applicable to this Contract are delivered to Quezon 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 Site is <b>Mr. Marciano B. Vivas</b> of Examination, Recruitment and Placement Office (ERPO).</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>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</li> <li>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.</li> </ol> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>

	<p><b>Spare Parts –</b></p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <ol style="list-style-type: none"> <li>1. 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</li> <li>2. in the event of termination of production of the spare parts <ol style="list-style-type: none"> <li>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</li> <li>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ol> </li> </ol> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the costs thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of six (6) years.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within a month of placing the order.</p>
	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity</p>



	Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications
	<p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>

## *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 Number	Description	Quantity	Total	Delivered, Weeks/Months	Statement of Compliance of the Bidder																																										
1	<i>Procurement of Services of a Private Security Printer for the Printing, Packaging, and Delivery of Test Material for Various Civil Service Examinations for July 2024 to June 2025</i>	<b>Lot</b>	<b>1</b>	<p><b>1. Scope of Work – Quantity Per Examination Schedule</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 30%;">Materials for Production</th> <th colspan="2" style="text-align: center;">Estimated Quantity</th> <th rowspan="2" style="width: 15%;">Indicative Production and Delivery Period</th> </tr> <tr> <th style="width: 15%;">Regular Font Print</th> <th style="width: 15%;">Enlarge Font Print</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;"><i>11 August 2024 Examination</i></td> </tr> <tr> <td>Test Booklet Type S</td> <td style="text-align: center;">50,000</td> <td style="text-align: center;">150</td> <td rowspan="3" style="vertical-align: middle;">Production Period: 29 July 2024 to 11 August 2024</td> </tr> <tr> <td>Answer Sheet Type S</td> <td style="text-align: center;">50,000</td> <td style="text-align: center;">200</td> </tr> <tr> <td>Test Booklet Type P</td> <td style="text-align: center;">300,000</td> <td style="text-align: center;">350</td> </tr> <tr> <td>Answer Sheet P</td> <td style="text-align: center;">300,000</td> <td style="text-align: center;">500</td> <td style="vertical-align: middle;">Delivery Period: 6 to 11 August 2024</td> </tr> <tr> <td colspan="4" style="text-align: center;"><i>2 March 2025 Examination* (Indicative Date)</i></td> </tr> <tr> <td>Test Booklet Type S</td> <td style="text-align: center;">50,000</td> <td style="text-align: center;">150</td> <td rowspan="3" style="vertical-align: middle;">Production Period: 17 Feb 2025 to 2 March 2025</td> </tr> <tr> <td>Answer Sheet Type S</td> <td style="text-align: center;">50,000</td> <td style="text-align: center;">200</td> </tr> <tr> <td>Test Booklet Type P</td> <td style="text-align: center;">300,000</td> <td style="text-align: center;">350</td> </tr> <tr> <td>Answer Sheet P</td> <td style="text-align: center;">300,000</td> <td style="text-align: center;">500</td> <td style="vertical-align: middle;">Delivery Period: 25 Feb 2025 to 2 March 2025</td> </tr> </tbody> </table>	Materials for Production	Estimated Quantity		Indicative Production and Delivery Period	Regular Font Print	Enlarge Font Print	<i>11 August 2024 Examination</i>				Test Booklet Type S	50,000	150	Production Period: 29 July 2024 to 11 August 2024	Answer Sheet Type S	50,000	200	Test Booklet Type P	300,000	350	Answer Sheet P	300,000	500	Delivery Period: 6 to 11 August 2024	<i>2 March 2025 Examination* (Indicative Date)</i>				Test Booklet Type S	50,000	150	Production Period: 17 Feb 2025 to 2 March 2025	Answer Sheet Type S	50,000	200	Test Booklet Type P	300,000	350	Answer Sheet P	300,000	500	Delivery Period: 25 Feb 2025 to 2 March 2025	
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				<i>1 June 2025 Examination* (Indicative Date)</i>				
				Test Booklet Type B	6,990	10	Production Period: 26 May 2025 to 1 June 2025	
				Answer Sheet Type B	6,990	20		Delivery Period: 30 May 2025 to 1 June 2025
<p><i>* Note: In cases of changes in the examination schedule, please refer to Section 12 (Other Provisions)</i></p> <p style="text-align: center;">* * *</p>								

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## ***Section VII. Technical Specifications***

# Technical Specifications

Item	Specification	Statement of Compliance of the Bidder																				
	<p><b>1. Project Title : Procurement of Services of a Private Security Printer for the Printing, Packaging, and Delivery of Test Materials for various Civil Service Examinations for July 2024 to June 2025</b></p> <p><b>2. Project Duration: July 2024 to June 2025</b></p> <p><b>3. Approved Budget for the Contract:</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr style="background-color: #cccccc;"> <th style="text-align: center;">Particulars</th> <th style="text-align: center;">Qty</th> <th style="text-align: center;">Unit cost</th> <th style="text-align: center;">Cost</th> </tr> </thead> <tbody> <tr> <td>Test Booklets (Regular)</td> <td style="text-align: center;">706,990</td> <td style="text-align: center;">@ 56.10</td> <td style="text-align: right;">PHP39,662,139.00</td> </tr> <tr> <td>Test Booklets (Special)</td> <td style="text-align: center;">1,010</td> <td style="text-align: center;">@ 86.50</td> <td style="text-align: right;">87,365.00</td> </tr> <tr> <td>Answer Sheets (Regular and Special)</td> <td style="text-align: center;">708,410</td> <td style="text-align: center;">@ 6.00</td> <td style="text-align: right;">4,250,460.00</td> </tr> <tr> <td colspan="3"><b>Total Cost</b> (10% Provision for inflation/Other taxes, included)</td> <td style="text-align: right;"><b>PhP 43,999,964.00</b></td> </tr> </tbody> </table> <p><b>4. Rationale</b></p> <p>The Civil Service Commission (CSC), as the central human resource of the government, is mandated to administer civil service examinations.</p> <p>The CSC shall conduct various civil service examinations for July 2024 to June 2025 through Pen-and-Paper Test (PPT) mode. The selection of a Private Security Printing who shall do the printing, packaging, and delivering of test materials to be used in administering these exams shall be made through public bidding guided by Republic Act No. 9184, otherwise known as the Government Procurement and Reform Act<sup>1</sup>.</p> <p><b>5. Scope of Work: Part 1 – Printing of Test Materials</b></p> <p>Printing of Test Materials for three (3) Civil Service Examination Schedules:</p> <ul style="list-style-type: none"> <li>• 11 August 2024;</li> <li>• 2 March 2025; and</li> <li>• 1 June 2025</li> </ul>	Particulars	Qty	Unit cost	Cost	Test Booklets (Regular)	706,990	@ 56.10	PHP39,662,139.00	Test Booklets (Special)	1,010	@ 86.50	87,365.00	Answer Sheets (Regular and Special)	708,410	@ 6.00	4,250,460.00	<b>Total Cost</b> (10% Provision for inflation/Other taxes, included)			<b>PhP 43,999,964.00</b>	
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<sup>1</sup> Following the 2016 Revised Rules and Regulations of RA No. 9184 (updated as of 31 March 2021)

**Statement of Compliance of the Bidder**

**a. Printing of Test Booklets (TB)**

Printing Process	Web Offset Printing	
Print Finish	a. Booklet Type b. Size: 8.25" x 10.75" to 8.5" x 11"	
Paper Stock	a. 48 to 52 gsm; b. good quality newsprint (tear-resistant, smooth finish)	
Binding	2-Wire Saddle Stitch	
Print Margin	Left, Right and Top = 1"; Bottom = 0.5"	
Print Color	a. For inner pages = Black; b. For cover pages (front and back) = Color (e.g., Green, Purple, Magenta, Cyan)	
Serial Number	Back Cover is stamped/affixed with a 7-digit consecutive Serial Number	

No. of Pages per Type of TB (including front and back cover pages)	<table border="1"> <thead> <tr> <th>Type of TB</th> <th>Regular TB Font Print</th> <th>Enlarged TB Font Print</th> </tr> </thead> <tbody> <tr> <td>Type S</td> <td>32 pages</td> <td>64 pages</td> </tr> <tr> <td>Type P</td> <td>40 pages</td> <td>72 pages</td> </tr> <tr> <td>Type B</td> <td>52 pages</td> <td>120 pages</td> </tr> </tbody> </table>			Type of TB	Regular TB Font Print	Enlarged TB Font Print	Type S	32 pages	64 pages	Type P	40 pages	72 pages	Type B	52 pages	120 pages
	Type of TB	Regular TB Font Print	Enlarged TB Font Print												
	Type S	32 pages	64 pages												
	Type P	40 pages	72 pages												
Type B	52 pages	120 pages													

**b. Printing of Answer Sheets (AS)**

Printing Process	Offset Printing	
Print Finish	a. Single Sheet b. Size: 8.5" x 11" to 8.5" x 13"	
Paper Stock	a. 110 to 120 gsm; b. Good quality copy paper (smooth finish)	
Paper Color	2 types: Plain White and Powder Blue	
Print Margin	0.25" on all sides (smallest margin allowable)	
Print Color	Black	
Serial Number	Consecutive 7-digit Serial Number at the upper left portion of page	
No. of Pages per Type of AS	Regular AS Font Print = 1 page Enlarged AS Font Print = 2 pages	

		Statement of Compliance of the Bidder
<p><b>6. Scope of Work – Part 2: Packaging of Test Materials</b></p> <p>a. Plastic Packaging of TB and AS</p>		
Plastic Pack Contents	<p>a. 1 Plastic Pack = 25 TBs</p> <p>b. 1 Plastic Pack = 25 ASs</p>	
Plastic Packaging	<p>a. <i>Labelling</i>: Plastic Pack is labeled (on one side) with its TB/AS serial number range content</p> <p>b. <i>Arrangement</i>: TB/AS is arranged in ascending order showing the beginning serial number on the top and the ending serial number at the bottom</p> <p>c. <i>Sealing</i>: Plastic Pack is securely sealed using an electric plastic sealing machine or similar equipment</p>	
Plastic Specification	<p>a. PE 003 plastic bags or its equivalent</p> <p>b. Plastic bag size:</p> <p><u>For TB</u></p> <ul style="list-style-type: none"> <li>• Width = 11” to 12”</li> <li>• Length = 16” to 18”</li> </ul> <p><u>For AS</u></p> <ul style="list-style-type: none"> <li>• Width = 9” to 10”</li> <li>• Length = 14” to 17”</li> </ul>	
<p>b. Box Packaging of TB and AS</p>		
Box Contents	<p>a. 1 box = 10 (min) to 12 (max) TB plastic packs</p> <p>b. 1 box = 40 (min) to 60 (max) AS plastic packs</p>	
Box Packaging	<p>a. <i>Labelling</i>: Box is labeled with the corresponding box number and destination (on 2 opposite sides), and project name (on the other 2 opposite sides), pre-printed or pasted using colored paper (red, blue) on the lower portion of the width of the box</p> <p>b. <i>Arrangement</i>: Plastic Packs inside the Box are arranged in ascending order</p> <p>c. <i>Sealing</i>: all 12-box edges are adequately sealed with good quality colored packaging tape (<i>e.g.</i>, blue, red, green, brown)</p> <p>d. <i>Wrapping</i>: The box must be water protected by wrapping it with at least three (3) layers of stretch film.</p> <p>e. <i>Strapping</i>: The box is tightly strapped (crosswise and lengthwise) using color-coded (red, blue) polypropylene strap using electronic strapping machine or similar equipment. Securing the strap using metal/steel clips is NOT allowed due to airport security regulations</p>	

			<b>Statement of Compliance of the Bidder</b>
		<p>f. <i>Tying</i>: The box is securely tied with at least 5 strands (crosswise and lengthwise, with handle) of colored (red, blue) heavy-duty/commercial-grade plastic twine</p>	
	Box Specification	<p>a. Double-ply plain corrugated box or its equivalent</p> <p>b. Box size:</p> <p><u>For TB</u></p> <ul style="list-style-type: none"> <li>• Small Box: 11.5” x 9” x 12” (L x W x H) - inside measurement or as long as 10 plastic packs of TB will fit inside the box</li> <li>• Regular Box: 18” x 11.5” x 8” (L x W x H) - inside measurement or as long as 12 plastic packs will fit inside the box</li> </ul> <p><u>For AS</u></p> <ul style="list-style-type: none"> <li>• Small Box: 11.5” x 9” x 6” to 13.5” x 9” x 6” (L x W x H) - inside measurement or as long as 40 plastic packs of AS will fit inside the box</li> <li>• Regular Box: 11.5” x 9” x 10” to 13.5” x 9” x 6” (L x W x H) - inside measurement or as long as 60 plastic packs will fit inside the box</li> </ul>	
	Expanding Envelope	<p>Expanding envelope shall be used ONLY as need arises (for small quantity/single pack of TB and AS)</p> <p>a. Size: 9” x 12” to 9” x 15”</p> <p>b. Expansion: at least 1.85”</p> <p>c. Thickness: at least 0.38mm</p>	
<p><b>7. Scope of Work – Part 3: Delivery of Test Materials</b></p> <p>a. Transportation via Land</p>			
	Land Transport Service Coverage	<p>a. Simultaneous transporting of exam materials via land travel based on shipment schedule<sup>2</sup>, including expenses for the vehicle’s gasoline, toll fees, parking fees, etc.</p> <p>b. Porter services for loading the exam materials to the delivery vehicle are also included.</p>	
	Vehicle Specification	<p>a. Enclosed delivery vehicle with a functional air-conditioning system at the passenger/driver cabin</p> <p>b. can carry at least 50-boxes of examination materials (approximately 2.0 cubic meters or 500 kgs.)</p> <p>c. Delivery vehicle must comply with the prevailing traffic reduction scheme, as applicable (e.g., number coding).</p>	

<sup>2</sup> Indicative Simultaneous Shipment Schedule: Batch 1 (RO1, RO3, RO4-Quezon City, CAR); Batch 2 (RO2); Batch 3 (RO4-Quezon City, NCR, CSC-Central Office)



		Statement of Compliance of the Bidder
	<p>d. Delivery vehicle must have the necessary permits and/or exceptions as may be necessary.</p> <p>e. Delivery vehicle must have a Radio Frequency Identification (RFID) and can pass through the Skyway, NLEX, SCTEX and TPLEX</p>	
Destination Sites	<p>CSC Regional Offices (RO)</p> <ul style="list-style-type: none"> <li>• RO 1 (San Fernando City, La Union)</li> <li>• RO 2 (San Gabriel, Tuguegarao City) – only in cases of unavailable/cancelled airline flight</li> <li>• RO 3 (City of San Fernando, Pampanga)</li> <li>• RO 4 (Panay Avenue, Quezon City; for CALABARZON, Marinduque, and Romblon)</li> <li>• RO 5 (Rawis, Legazpi City) – only in cases of unavailable/cancelled airline flight</li> <li>• NCR (Cordillera St., Kaliraya, Quezon City or within NCR as determined by CSC-NCR)</li> <li>• CAR (Baguio City)</li> <li>• Central Office (IBP Road, Constitution Hills, Quezon City)</li> </ul>	Quezon
b. Transportation via Air		
Air Transport Service Coverage	<p>a. Simultaneous transporting of exam materials via:</p> <ul style="list-style-type: none"> <li>• land travel based on shipment schedule<sup>3</sup> from Printing Plant site to various Airport Terminals using delivery vehicles; and</li> <li>• Air Cargo travel via Philippine Airlines and/or Cebu Pacific including expenses for the vehicle's gasoline, toll fees, parking fees, air cargo fee, etc.</li> </ul> <p>b. Porter services for loading the exam materials to the delivery vehicle are also included.</p>	
Vehicle Specification	<p>a. Enough number of enclosed delivery vehicle with a functional air-conditioning system at the passenger/ driver cabin</p> <p>b. can carry at least 150-boxes of examination materials (approximately 4.6 cubic meters; 1,980 kgs.)</p> <p>c. Delivery vehicle must comply with the prevailing traffic reduction scheme, as applicable (e.g., number coding).</p>	

<sup>3</sup> Indicative Simultaneous Shipment Schedule to Various Airport Terminals: Batch 1 (NAIA Terminal 2 Cargo); Batch 2 (NAIA Terminal 3 Cargo); Batch 3 (NAIA Terminal 4 Cargo)

			<b>Statement of Compliance of the Bidder</b>
		<p>d. Delivery vehicle must have the necessary permits and/or exceptions as may be necessary.</p> <p>e. Delivery vehicle must have a Radio Frequency Identification (RFID) and can pass through the Skyway</p>	
Destination Sites		<p>CSC Regional Offices (ROs) to include direct flights to CSC Field Offices (FOs)</p> <ul style="list-style-type: none"> <li>• RO 2 (Tuguegarao City) and 2-FOs (Basco, Batanes and Calayan, Cagayan)</li> <li>• RO 4 FOs (Puerto Princesa City, Occ. Mindoro)</li> <li>• RO 5 (Legazpi City) and 3-FOs (Naga City, Catanduanes, Masbate City)</li> <li>• RO 6 (Iloilo City) and 3-FOs (Aklan, Roxas City, Bacolod City)</li> <li>• RO 7 (Cebu City) and 2-FOs (Tagbilaran City, Dumaguete City)</li> <li>• RO 8 (Tacloban City)</li> <li>• RO 9 (Zamboanga City) and 2-FOs (Pagadian City, Dipolog City)</li> <li>• RO 10 (Cagayan De Oro City)</li> <li>• RO 11 (Davao City)</li> <li>• RO 12 (General Santos City)</li> <li>• Caraga (Butuan City)</li> <li>• BARM (Cotabato City)</li> </ul>	

**8. Scope of Work – Part 4: Quantity Per Examination Schedule**

Materials for Production	Estimated Quantity		Indicative Production and Delivery Period
	Regular Font Print	Enlarge Font Print	
<i>11 August 2024 Examination</i>			
Test Booklet Type S	50,000	150	Production Period: 29 July 2024 to 11 August 2024  Delivery Period: 6 to 11 August 2024
Answer Sheet Type S	50,000	200	
Test Booklet Type P	300,000	350	
Answer Sheet P	300,000	500	
<i>2 March 2025 Examination* (Indicative Date)</i>			
Test Booklet Type S	50,000	150	Production Period: 17 Feb 2025 to 2 March 2025  Delivery Period: 25 Feb 2025 to 2 March 2025
Answer Sheet Type S	50,000	200	
Test Booklet Type P	300,000	350	
Answer Sheet P	300,000	500	

				Statement of Compliance of the Bidder								
<i>1 June 2025 Examination* (Indicative Date)</i>												
Test Booklet Type B	6,990	10	Production Period: 26 May 2025 to 1 June 2025  Delivery Period: 30 May 2025 to 1 June 2025									
Answer Sheet Type B	6,990	20										
<p><i>*Note: In cases of changes in the examination schedule, please refer to Section 12 (Other Provisions)</i></p> <p><b>9. Scope of Work – Part 5: Shredding of Misprints, Excess Prints and Printing Plates</b></p> <table border="1"> <tr> <td>Excess Prints</td> <td>Depending on the volume of materials to be printed, excess/buffer prints (not exceeding 5% of the actual number of materials for production) may be necessary as a contingency measure in cases of error in the post-printing process.</td> </tr> <tr> <td>Misprints</td> <td>Misprints resulting from the initial run of the printing production or machine error during printing production must also be treated as confidential material and should be gathered and secured for proper shredding</td> </tr> <tr> <td>Shredding</td> <td>Used and Unused Printing Plates, Excess prints and misprints, including rejected materials during the post-production process, must be shredded by industrial-grade paper shredder</td> </tr> </table> <p><b>10. Security Measures, Work Area, Living Facilities and Other Provisions</b></p> <table border="1"> <tr> <td>Exclusive, Isolated, and Secured Work Area, Sleeping Quarters, Wellness/Commom Area, and Kitchen/Dining Area</td> <td> <p>All designated work area/s must be:</p> <ol style="list-style-type: none"> <li>for the <b>exclusive use of CSC</b> during the actual test materials production and delivery period. All door keys and entry/exit point locks must be handed-over to the CSC work team.</li> <li>in <b>complete work isolation</b>, strictly prohibiting any form of communication between those persons inside the work area with those who are outside</li> <li>installed with a 24-hour security system, <i>e.g.</i>, Closed Circuit Television (CCTV)</li> <li>have at least 3 security guards on duty at any given time</li> </ol> </td> </tr> </table>					Excess Prints	Depending on the volume of materials to be printed, excess/buffer prints (not exceeding 5% of the actual number of materials for production) may be necessary as a contingency measure in cases of error in the post-printing process.	Misprints	Misprints resulting from the initial run of the printing production or machine error during printing production must also be treated as confidential material and should be gathered and secured for proper shredding	Shredding	Used and Unused Printing Plates, Excess prints and misprints, including rejected materials during the post-production process, must be shredded by industrial-grade paper shredder	Exclusive, Isolated, and Secured Work Area, Sleeping Quarters, Wellness/Commom Area, and Kitchen/Dining Area	<p>All designated work area/s must be:</p> <ol style="list-style-type: none"> <li>for the <b>exclusive use of CSC</b> during the actual test materials production and delivery period. All door keys and entry/exit point locks must be handed-over to the CSC work team.</li> <li>in <b>complete work isolation</b>, strictly prohibiting any form of communication between those persons inside the work area with those who are outside</li> <li>installed with a 24-hour security system, <i>e.g.</i>, Closed Circuit Television (CCTV)</li> <li>have at least 3 security guards on duty at any given time</li> </ol>
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		<b>Statement of Compliance of the Bidder</b>
		<ul style="list-style-type: none"> <li>e. With no internet connection or telephone lines</li> <li>f. With intercommunication (intercom) device (wired or wireless) installed in all work areas designated for CSC and for exclusive use of CSC</li> </ul>
Pre-printing Work Area	<ul style="list-style-type: none"> <li>a. Enclosed with appropriate opaque walls</li> <li>b. Well-lighted</li> <li>c. With a functional air-conditioning unit</li> <li>d. Should have enough working space for 5 to 8 production staff</li> </ul>	
Printing Work Area	<ul style="list-style-type: none"> <li>a. Enclosed with appropriate opaque walls</li> <li>b. Well-lighted</li> <li>c. With a functional air-conditioning unit</li> <li>d. Should have enough working space for 15 to 25 printing production staff</li> <li>e. With comfort room inside the work area (separate for the male and female)</li> <li>f. With a water dispenser</li> </ul>	
Post Printing Work Area	<ul style="list-style-type: none"> <li>a. Enclosed with appropriate opaque walls</li> <li>b. Well-lighted</li> <li>c. With a functional air-conditioning unit</li> <li>d. Should have enough working space for 15 to 25 production staff to do post-printing work</li> <li>e. With a storage area that can accommodate 300 to 400 boxes of test materials</li> <li>f. With comfort room/s inside the work area (separate for male and female)</li> <li>g. With water dispenser and/or coffee maker, refrigerator and/or pantry section</li> </ul>	
CSC Office Work Area	<ul style="list-style-type: none"> <li>a. Located within the Post Printing Work Area enclosed with glass wall partition for clear view of activities outside and minimized noise</li> <li>b. Where the CCTV surveillance monitor is installed/placed</li> <li>c. Well-lighted</li> <li>d. With a functional air-conditioning unit</li> <li>e. Should have enough working space for 5 to 10 CSC personnel</li> <li>f. With conference table and chairs, computer tables and chairs, printer with complete printer consumables, various office supplies<sup>4</sup>, functional photocopying machine cum scanner with Automatic Document Feeder, and portable shredding machine</li> </ul>	

<sup>4</sup> Expanding brown envelope, small brown envelope, bond paper (white, yellow, green), 1” clear tape, blue/black ballpen, blue/black/red permanent marker, pencil, cutter blade.

		<b>Statement of Compliance of the Bidder</b>
Delivery Area	<ul style="list-style-type: none"> <li>a. Should be enclosed and secured</li> <li>b. Can accommodate 300 to 400 boxes of test materials</li> <li>c. Can accommodate the delivery vehicle inside a secured perimeter area for the loading of test materials without exposing such activity to the public</li> </ul>	
Sleeping Quarters	<ul style="list-style-type: none"> <li>a. Comfortable sleeping area provided with mattress, pillows, and bedding in a closed room for privacy and security</li> <li>b. Should have enough beds and rooms to accommodate all printing plant production staff and CSC personnel, with separate rooms for male and female</li> <li>c. Well-lighted</li> <li>d. With a functional air-conditioning unit</li> </ul>	
Toilet and Bathroom	<ul style="list-style-type: none"> <li>a. With an adequate number of toilets and bathrooms for use of all printing plant production staff and CSC personnel</li> <li>b. with the provision of basic toiletries (<i>e.g.</i>, soap, shampoo, tissue paper) sufficient quantity for the duration of work isolation</li> </ul>	
Laundry Area	<ul style="list-style-type: none"> <li>a. With the provision of a washing machine and/or laundry basin</li> <li>b. With basic laundry necessities (<i>e.g.</i>, laundry soap, hangers, clothes clips, clothesline) sufficient quantity for the duration of work isolation</li> </ul>	
Kitchen and Dining Area	<ul style="list-style-type: none"> <li>a. With a separate kitchen and/or dining area away from the working area where printing chemicals and paper fibers may contaminate food safety</li> <li>b. With ample space for dining area provided with enough number of tables, chairs, and basic dining utensils (<i>e.g.</i>, spoon, fork, plates, glass)</li> <li>c. With water dispenser and/or coffee maker and/or refrigerator and/or microwave oven, and dishwashing supplies (<i>e.g.</i>, dishwashing soap, sponge)</li> </ul>	
Wellness/Common Area	<ul style="list-style-type: none"> <li>a. Living room or wellness/common area for the well-being of printing plant production staff and CSC personnel</li> <li>b. Can accommodate at least 10 people at a time</li> <li>c. With functional television set or other wellness equipment</li> <li>d. with sufficient air ventilation (electric fan or air-conditioning unit)</li> </ul>	
Water Supply	Uninterrupted water supply	

			<b>Statement of Compliance of the Bidder</b>
	Food and Beverages	<p>10.1 Sufficient, nutritious and well-balanced meals for all printing plant production staff and CSC personnel to ensure nourished body condition for extended period of workhours (12-hours), to include daily provision for:</p> <ul style="list-style-type: none"> <li>- breakfast, lunch and dinner</li> <li>- morning, afternoon and evening snacks</li> <li>- coffee and/or other energy giving beverages</li> </ul> <p>10.2 Sufficient, nutritious and well-balanced meals for the CSC delivery team members and helpers</p> <p>10.3 Sufficient, nutritious and well-balanced meals for the attendees of meetings to be conducted (preliminary and post activities)</p>	
	Emergency Measures	<p>a. With ready fire extinguishers located in all strategic places of the printing plant including the production area</p> <p>b. With available area for evacuation/assembly of printing plant production staff and other human resources during earthquakes, fire, and other calamities</p>	
	Safety Gears	<p>Adequate supply of safety gears for protection from strong chemical odor, noise pollutants, paper dust and fibers, among others such as, but not limited to:</p> <ul style="list-style-type: none"> <li>• face masks</li> <li>• gloves</li> <li>• foot and eye protection</li> <li>• protective hearing devices, ear plugs, muffs</li> </ul>	
	Medical Supplies and Emergencies	<p>a. Availability of first aid kit with basic medicine for common illnesses/minor ailments such as stomach-ache/diarrhea, headache, cough, colds, flu, allergy, body pains, etc.;</p> <p>b. On call nurse or doctor to attend to emergency health/ medical concerns; and</p> <p>c. Coordinate request for an ambulance if necessary</p>	
	Transport Services for CSC Personnel and Officials	<p>Availability of transport service vehicle for:</p> <ul style="list-style-type: none"> <li>• CSC staff during preliminary activities for the work isolation period;</li> <li>• CSC staff on the first day of work isolation period from the CSC Central Office to the printing plant;</li> <li>• CSC staff on the last day of work isolation period from the printing plant to the identified common drop-off points up to the CSC Central Office; and</li> <li>• CSC Officials to visit/inspect the production activity from the CSC Central Office to the printing plant and vice-versa</li> </ul>	

		<b>Statement of Compliance of the Bidder</b>
<b>11. Machinery and Equipment</b>		
Computer Equipment	a. Must have a stand-alone Computer with appropriate software installed (including updated Anti-Virus Software) for the layout and design of TB and AS b. Must have stand-alone Computer-to-Plate machine for the preparation of printing plates	
Printing Plate Machine	Can produce good quality outputs on printing plates: <ul style="list-style-type: none"> <li>• 8.25" x 10.75" to 8.5" x 11" booklet type of output (for TB)</li> <li>• 8.5" x 11" to 8.5" x 13" single sheet type (for AS)</li> </ul>	
Printing Machine	a. At least 2-colors Web Offset b. With readily available back-up machine in case of prolonged malfunction c. With enough number of machines to finish the printing job given the delivery schedule  <u>For Test Booklet:</u> d. Can accommodate the print finish of 8.25" x 10.75" to 8.5" x 11" test booklet e. with a combined output print ( <i>n.b.</i> may use more than 1 machine) of at least 85 complete sets of 40-page test booklet per minute  <u>For Answer Sheet:</u> f. Can accommodate the print finish of 8.5" x 11" to 8.5" x 13" single sheet of AS g. Capable of inserting printed sequential 7-digit serial number with an output of 100 single sheets per minute	
Collating Machine	a. Can gather 10 to 13 sheets of 48 to 52 gsm newsprint b. With a combined output ( <i>n.b.</i> may use more than 1 machine) of at least 85 complete sets of 40-pages booklet per minute c. With readily available back-up machine in case of prolonged malfunction	
Folding Machine	a. Can fold 10 to 13 sheets of 48 to 52 gsm newsprint b. With a combined output ( <i>n.b.</i> may use more than 1 machine) of at least 85 complete sets of 40-pages booklet per minute c. With readily available back-up machine in case of prolonged malfunction	
Stitching Machine	a. 2-wire saddle stitch b. With a combined output ( <i>n.b.</i> may use more than 1 machine) of at least 85 complete sets of 40-pages booklet per minute	

		<b>Statement of Compliance of the Bidder</b>
	c. With readily available back-up machine in case of prolonged malfunction	
Barcode/Numbering Machine	For use in printing/stamping of: <ul style="list-style-type: none"> <li>• TB sequential serial number and/or barcode; and/or</li> <li>• Plastic packaging label with serial number series</li> </ul>	
Plastic Sealing Machine	a. Electric or electronic plastic sealing machine with the right size to completely seal the TB and AS plastic packaging b. With readily available back-up machine in case of prolonged malfunction	
Strapping/Banding Machine	a. Electric or electronic strapping/banding machine/s or its equivalent for the strapping of boxes b. With readily available back-up machine in case of prolonged malfunction	
Shredding Machine	Industrial-grade or heavy-duty shredding machine that can: <ul style="list-style-type: none"> <li>• shred at least three (3) combined sets of TB</li> <li>• shred printing plates</li> <li>• run continuously for four (4) to five (5) hours</li> </ul>	

## 12. Qualification of Security Printing Staff/Personnel

Driver	a. Holder of valid Professional Driver's License b. Physically fit to drive for long hours	
IT Staff/Layout Artist	a. Experienced and knowledgeable in lay outting and designing of test materials b. Must be an organic (regular employee) of the printing plant	
Supervisor	a. Can perform overall supervision of the day-to-day flow of work b. Physically fit to work for prolonged hours	
Machine Operator	a. Experienced and knowledgeable in operating printing and other production machines b. With the ability to troubleshoot and perform minor machine repairs c. Physically fit to work for prolonged hours	
Machine Technician	With on-call machine technician/s that can immediately repair malfunctioning machines	
Other Personnel	12.1 Experienced and knowledgeable in the duties that will be assigned to them 12.2 Physically fit to work for prolonged hours	
Back-up Personnel	A pool of personnel that can substitute the original production staff in cases of emergency/incapacity	



		<b>Statement of Compliance of the Bidder</b>
Protection against COVID-19 Virus and other variants	The private security printer should ensure that all assigned personnel including back-up are fully vaccinated, without symptoms of COVID-19 virus and physically fit to work for prolonged hours as certified by the company physician/doctor.	
<b>13. Other Provisions</b>		
Location of the Printing Plant	Within the 50-kilometer radius from the CSC Central Office	
Duration of the Contract	One (1) year covering the period 1 July 2024 to 30 June 2025	
Change and/or Cancellation of Examination Schedule	The Notice of Change and/or Cancellation of Examination Schedule shall be issued by the CSC within seven (7) government working days after the promulgation of CSC Resolution on the matter	
Printing of materials for the cancelled schedule and additional printing jobs	<p>a. Printing, packaging and delivery of test materials for the cancelled and rescheduled examination shall be accommodated subject to the same unit cost per contract</p> <p>b. Printing, packaging and delivery of test materials for the unforeseen additional examination schedule that are not included in item 7 (quantity and schedule), and unforeseen increase in statistics that are not included in the existing examination schedule, shall also be accommodated subject to the same unit cost per contract</p>	
Specification for the Printing of Materials prior to every civil service examination schedule	<p>At least two (2) weeks before the start of the production period, the CSC shall provide the following specifications to the security printer:</p> <ol style="list-style-type: none"> <li>1. Quantity of test materials to be printed (TB/AS);</li> <li>2. Beginning number for the serial;</li> <li>3. Ink color to be used for the TB cover page;</li> <li>4. Color of the packaging tape, strap, plastic twine; and</li> <li>5. Project Name.</li> </ol>	
Provision of Complimentary Copies	The private security printer shall provide, free of charge, at least two (2) complimentary (unserialized) copies of each type of TB to CSC for every civil service examination schedule	
Provision of Extra Copies as Buffer Stock for Emergency Use	The private security printer shall print extra copies of the test materials of not more than 0.1% of the total quantity per examination schedule as risk management in case of emergency (e.g. insufficient test materials). Actual use of extra copies shall have the same unit cost per contract. Unused extra copies shall be shredded and shall not be paid by the CSC.	

			<b>Statement of Compliance of the Bidder</b>
	Power outage	Notwithstanding the power outage, the private security printer should ensure to mobilize all its resources to finish the printing, packaging (within the same venue) and delivery of the required quantity of confidential materials within the given timeframe and without sacrificing the quality, security and integrity of test materials	
	Payment	Shall be made by the CSC within thirty (30) government working days upon receipt of the billing statement at the end of every production period	
	Penalty	Payment of liquidated damages which shall be at least equal to one-tenth of one percent (0.1%) of the cost of the unperformed portion for every day of delay in the delivery of test booklets and answer sheets to any testing center based on the delivery schedule	
	* * *		

***Section VIII. Checklist of Technical and  
Financial Documents***

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**or**
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
**and**
- (c) Mayor's or Business 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;  
**and**
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### Technical Documents

- (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (g) 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**
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (i) Original duly signed Omnibus Sworn Statement (OSS);  
**and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

#### Financial Documents

- (j) 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**
- (k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);

**or**

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

***Class "B" Documents***

- (l) 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.

**II. FINANCIAL COMPONENT ENVELOPE**

- (m) Original of duly signed and accomplished Financial Bid Form; **and**  
 (n) Original of duly signed and accomplished Price Schedule(s).

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

- (o) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.  
 (p) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

## ***Section IX. Bidding Forms***

# **Bid Form for the Procurement of Goods**

*[shall be submitted with the Bid]*

---

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

If our Bid is accepted, we undertake:

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

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

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

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

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

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

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_



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

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**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit  (col 5+6+7+8)	Total Price delivered Final Destination  (col 9) x (col 4)

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

## **Bid Securing Declaration Form**

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

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**REPUBLIC OF THE PHILIPPINES)**  
**CITY OF \_\_\_\_\_) S.S.**

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

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

### **[Jurat]**

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

# Contract Agreement Form for the Procurement of Goods (Revised)

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

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## CONTRACT AGREEMENT

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures in specified currency*] (hereinafter called “the Contract Price”).

### NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:
  - i. Philippine Bidding Documents (PBDs);
    - i. Schedule of Requirements;
    - ii. Technical Specifications;
    - iii. General and Special Conditions of Contract; and
    - iv. Supplemental or Bid Bulletins, if any
  - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;  
  
Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
  - iii. Performance Security;
  - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
  - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and**

**Warranty Security, shall likewise form part of the Contract.**

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

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

_____ [Insert Name and Signature]	_____ [Insert Name and Signature]
_____ [Insert Signatory's Legal Capacity]	_____ [Insert Signatory's Legal Capacity]
for:	for:
_____ [Insert Procuring Entity]	_____ [Insert Name of Supplier]

**Acknowledgment**

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

# Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES )

CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

## AFFIDAVIT

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

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

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

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

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

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

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

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. [Select one, delete the rest:]

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

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

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

7. [Name of Bidder] complies with existing labor laws and standards; and

8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

**10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

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

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

## Performance Securing Declaration (Revised)

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

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_ ) S.S.

### PERFORMANCE SECURING DECLARATION

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

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

I/We, the undersigned, declare that:

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

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

*[Insert NAME OF BIDDER OR ITS  
AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

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



**Statement of All On-Going Government and Private Contracts,  
Including Contracts Awarded but Not Yet Started, Whether Similar  
or Not Similar in Nature and Complexity to the Contract to be Bid**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

**A. Government**

Nature of Contract (Project Title)	a. Owner's Name	Project Cost	Bidder's Role		a. Date Awarded	% of Accomplishment		Value of Outstanding Works (Undelivered Portion)
	b. Address		Description	%	b. Date Started	Planned	Actual	
	c. Contact Nos.				c. Target Date of Completion			
1.	a.				a.			
	b.				b.			
	c.				c.			
2.	a.				a.			
	b.				b.			
	c.				c.			

**B. Private**

Nature of Contract (Project Title)	a. Owner's Name	Project Cost	Bidder's Role		a. Date Awarded	% of Accomplishment		Value of Outstanding Works (Undelivered Portion)
	b. Address		Description	%	b. Date Started	Planned	Actual	
	c. Contact Nos.				c. Target Date of Completion			
1.	a.				a.			
	b.				b.			
	c.				c.			
2.	a.				a.			
	b.				b.			
	c.				c.			

*Note: The following documents must be available upon request of the Bids and Award Committee (BAC) or designated Technical Working Group (TWG) during Post-Qualification to support this statement: (a) **Contract or Purchase Order**, (b) **Official Receipt(s) or Sales Invoice** or (c) **User's Certificate of Acceptance/Completion***

Name of Bidder: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

## Statement of Single Largest Completed Contract (SLCC) Similar to the Contract to be Bid

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Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Nature of Contract (Project Title)	a. Owner's Name	Project Cost	Bidder's Role		a. Date Awarded
	b. Address		Description	%	b. Date Started
	c. Contact Nos.				c. Date Completed
	a.				a.
	b.				b.
	c.				c.

*Note: The following documents must be attached to support this statement: (a) Official Receipt(s) or Sales Invoice or (b) User's Certificate of Acceptance/Completion*

Name of Bidder: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Republic of the Philippines



Government Procurement Policy Board