

# **PHILIPPINE BIDDING DOCUMENTS**

## **PRINTING OF IEC MATERIALS AND VARIOUS REPORTS OF BAFE**

**IB NO. 006-20**

**Government of the Republic of the Philippines**

**Sixth Edition  
July 2020**

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# *Glossary of Acronyms, Terms, and Abbreviations*

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**CDA** - Cooperative Development Authority.

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**Foreign-funded Procurement or Foreign-Assisted Project**– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING**  
Diliman, Quezon City  
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## ***Section I. Invitation to Bid***



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING**  
Diliman, Quezon City  
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**INVITATION TO BID FOR  
PRINTING OF IEC MATERIALS AND VARIOUS REPORTS OF BAFE**

1. The *Bureau of Agricultural and Fisheries Engineering (BAFE)* through the *GAA 2020 Funds and GAA CY 2019 Continuing Funds* intends to apply the sum of *Three Million Three Hundred Thirty Nine Thousand Four Hundred Twenty Pesos (PhP 3,339,420.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for the *Printing of IEC Materials and Various Reports of BAFE under IB No. 006-20*, details as follows:

<b>Lot No.</b>	<b>Description</b>	<b>ABC (PhP)</b>
1	PR No.055: SRED Printing of Two-Pocket Folders	PhP 285,000.00
2	PR No. 055: SRED Printing of Various FAQs	PhP 2,120,400.00
3	PR No. 055: SRED Printing of Various Application Forms	PhP 690,020.00
4	PR No. 055: SRED Printing of Various Tarpaulins	PhP 4,500.00
5	PR No. 20-118: OD Printing of the National Agri-Fisheries Investment Audit (NAFIAT) Report	PhP 220,000.00
6	PR No. 20-217: PPMD Printing of Brochures for Agricultural Machinery Equipment Service Center	PhP 19,500.00
	<b>Grand Total</b>	<b>PhP 3,339,420.00</b>



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

2. The **Bureau of Agricultural and Fisheries Engineering (BAFE)** now invites bids for **Printing of IEC Materials and Various Reports of BAFE**. Delivery of the Goods is required **within Thirty (30) Calendar days upon conforme of the Notice to Proceed (NTP)**. Bidders should have completed, within **two (2) years** prior to 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) 9184, otherwise known as the “Government Procurement Reform Act”.

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 5183.

4. Prospective Bidders may obtain further information from **BAFE-BAC Secretariat, BAFE Office** and inspect the Bidding Documents at the address given below during **9:00 AM – 4:00 PM, Monday to Friday**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **November 21 - November 28, 2020** from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, details are as follows:

<b>Approved Budget for the Contract</b>	<b>Maximum Cost of Bidding Documents (in Philippine Peso)</b>
500,000.00 and below	500.00
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million to 10 Million	10,000.00

*Note: Bidders may participate in all or any lots of this requirement*





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It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The **BAFE-BAC** will hold a Pre-Bid Conference on **December 01, 2020, 9:00 AM at 4<sup>th</sup> floor, DA New Building, Diliman, Quezon City**, which shall be open to prospective bidders. The prospective bidders may join physically or through online platform (e.g., Cisco WEBEX).
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **December 11, 2020, 12nn**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **December 11, 2020, 1 pm at 4<sup>th</sup> floor, DA New Building, Diliman, Quezon City**, or through online platform [*e.g. Cisco WEBEX*]. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **BAFE-BAC** 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.
11. For further information, please refer to:

***Attention: Bids and Awards Committee  
BAFE Office  
4<sup>th</sup> floor, Department of Agriculture,  
Elliptical Road, Diliman, Quezon City  
Telefax No. (02) 8941-8151  
[bafe.procurement@gmail.com](mailto:bafe.procurement@gmail.com)***

12. You may visit the following websites:

ORIGINAL SIGNED

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**ENGR. NOEMI L. CARPIO**  
Chairperson, Bids and Awards Committee (BAC)

## ***Section II. Instructions to Bid***

## 1. Scope of Bid

The Procuring Entity, *Bureau of Agricultural and Fisheries Engineering (BAFE)* wishes to receive Bids for the *Printing of IEC Materials and Various Reports of BAFE* with *IB No. 006-20*.

The Procurement Project (referred to herein as “Project”) is composed of *six (6) lots*, 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 *2020 and 2019 Continuing Funds* in the amount of *Three Million Three Hundred Thirty Nine Thousand Four Hundred Twenty Pesos (PhP 3,339,420.00)*

2.2. The source of funding is:  
*NGA, the General Appropriations Act or Special Appropriations.*

## 3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## 5. Eligible Bidders

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

- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
  - a. *For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.*
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## **6. Origin of Goods**

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

## **7. Subcontracts**

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

The Procuring Entity has prescribed that *Subcontracting is not allowed*.

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

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address *December 01, 2020 at DA New Building, Diliman, Quezon City, and/or through online platform (e.g., Cisco WEBEX)* 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 *the last 2 years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## **11. Documents comprising the Bid: Financial Component**

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

## **12. Bid Prices**

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;
    - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
    - iv. The price of other (incidental) services, if any, listed in e.
  - b. For Goods offered from abroad:

- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
- ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

### **13. Bid and Payment Currencies**

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

### **14. Bid Security**

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> 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 *One Hundred Twenty (120) calendar days from the opening of bids*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### **15. Sealing and Marking of Bids**

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

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<sup>1</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

## **16. Deadline for Submission of Bids**

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

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

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

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

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

## **18. Domestic Preference**

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

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

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

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

- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

- 19.4. The Project shall be awarded as follows:  
*One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.*

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

## **20. Post-Qualification**

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

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

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



## ***Section III. Bid Data Sheet***

# Bid Data Sheet

ITB Clause																											
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> <li>a. <i>Printing of IEC Materials and Various Reports of BAFE</i></li> <li>b. completed within <i>two years</i> prior to the deadline for the submission and receipt of bids.</li> </ul>																										
7.1	<b><i>Subcontracting is not allowed.</i></b>																										
14.1	<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 15%; text-align: center;">Lot No.</th> <th style="width: 40%; text-align: center;">Amount Cash, Cashier's/Manager's Check, Bank, Draft/Guarantee or Irrevocable Letter of Credit (2%)</th> <th style="width: 45%; text-align: center;">Surety Bond (5%)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">PhP 5,700.00</td> <td style="text-align: center;">PhP 14,250.00</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">PhP 42,408.00</td> <td style="text-align: center;">PhP 106,020.00</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">PhP 13,800.40</td> <td style="text-align: center;">PhP 34,501.00</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">PhP 90.00</td> <td style="text-align: center;">PhP 225.00</td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">PhP 4,400.00</td> <td style="text-align: center;">PhP 11,000.00</td> </tr> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">PhP 390.00</td> <td style="text-align: center;">PhP 975.00</td> </tr> <tr> <td style="text-align: center;"><b>Grand Total</b></td> <td style="text-align: center;"><b>PhP 66,788.40</b></td> <td style="text-align: center;"><b>PhP 166,971.00</b></td> </tr> </tbody> </table> <p>The bid security shall be in the form of a Bid Securing Declaration, or any of the</p> <p>The bid security in the form of cashier's/ manager's check shall be payable to BAFE.</p>			Lot No.	Amount Cash, Cashier's/Manager's Check, Bank, Draft/Guarantee or Irrevocable Letter of Credit (2%)	Surety Bond (5%)	1	PhP 5,700.00	PhP 14,250.00	2	PhP 42,408.00	PhP 106,020.00	3	PhP 13,800.40	PhP 34,501.00	4	PhP 90.00	PhP 225.00	5	PhP 4,400.00	PhP 11,000.00	6	PhP 390.00	PhP 975.00	<b>Grand Total</b>	<b>PhP 66,788.40</b>	<b>PhP 166,971.00</b>
Lot No.	Amount Cash, Cashier's/Manager's Check, Bank, Draft/Guarantee or Irrevocable Letter of Credit (2%)	Surety Bond (5%)																									
1	PhP 5,700.00	PhP 14,250.00																									
2	PhP 42,408.00	PhP 106,020.00																									
3	PhP 13,800.40	PhP 34,501.00																									
4	PhP 90.00	PhP 225.00																									
5	PhP 4,400.00	PhP 11,000.00																									
6	PhP 390.00	PhP 975.00																									
<b>Grand Total</b>	<b>PhP 66,788.40</b>	<b>PhP 166,971.00</b>																									
19.3	<b><i>The Project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.</i></b>																										

## ***Section IV. General Conditions of Contract***

## 1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

## 2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

## 3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

## 4. Inspection and Tests

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

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

## **5. Warranty**

- 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 this Contract are delivered to <b><i>BAFE Office, SRA Building, North Avenue, Diliman, Quezon City.</i></b> 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 are <b>ENGR. JESSA RICA C. PANDIÑO/ MS. EVELYN SORIANO/ MS. JULIE MABBAGU AND RHODORA R. CONCEPCION.</b></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> <p>Name of the Supplier</p> <p>Contract Description</p> <p>Final Destination</p> <p>Gross weight</p>

	<p>Any special lifting instructions</p> <p>Any special handling instructions</p> <p>Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <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>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p><b><i>Terms of Payment: One-time payment after full delivery and acceptance of the items.</i></b></p>



4	The inspections and tests that will be conducted are physical count and compliance to the technical specifications of the delivered goods as required in the contract.
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## *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.

LO T No.	Description	Quantity	Total	Delivered, Weeks/Months
	<b>PRINTING OF IEC MATERIALS AND VARIOUS REPORTS OF BAFE</b>			
1	9" x 12" two-pocket folder	1,400	210,000.00	Thirty (30) Calendar Days upon receipt of Notice of Proceed (NTP)
	9" x 14" two-pocket folder	500	75,000.00	
	<b>SUBTOTAL</b>		<b>285,000.00</b>	
2	FAQs on Registration of Ownership	97,080	485,400	
	FAQs on Certification of Test Engineers	10,000	300,000.00	
	FAQs on Accreditation of Testing Centers	10,000.0 0	300,000.00	
	FAQs on Testing and Evaluation	10,500.0 0	315,000.00	
	FAQs on Certificate of Conformity	12,000	360,000.00	
	FAQs on Permit to Operate	12,000	360,000.00	
	<b>SUBTOTAL</b>		<b>2,120,400.00</b>	
3	DC 04 Series of 2019 Registration Forms (PTO)	46	26,220.00	
	DC 19 Series of 2018 Application Forms (CC)	20	15,000.00	

	DC 05 Series of 2017 Application Forms (Test Engineers)	10	2,000.00
	Joint DA-DILG Memorandum Circular No. 2018-01 Application Forms	6,468	646,800.00
	<b>SUBTOTAL</b>		<b>690,020.00</b>
4	Tarpaulin for Citizen's Charter for DC 04 Series of 2019	1	900.00
	Tarpaulin for Citizen's Charter for DC 19 Series of 2018	1	900.00
	Tarpaulin for Citizen's Charter for DC 04 Series of 2017	1	900.00
	Tarpaulin for Citizen's Charter for DC 05 Series of 2017	1	900.00
	Tarpaulin for Citizen's Charter for AMTEC Test Exemption	1	900.00
	<b>SUB-TOTAL</b>		<b>4,500.00</b>
5	Printing of the National Agri-Fisheries Investment Audit (NAFIAT) Report	500	220,000.00
	<b>SUB-TOTAL</b>		<b>220,000.00</b>
6	Brochures for Agricultural Machinery Equipment Service Center	650	19,500.00
	<b>SUB-TOTAL</b>		<b>19,500.00</b>
	<b>GRAND TOTAL</b>		<b>3,339,420.00</b>

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

# Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
<b>LOT NO.</b>	<b>TECHNICAL SPECIFICATIONS</b>	<b>STATEMENT OF “COMPLY” OR “NOT COMPLY”</b>
1	<p><b>9” x 12” two-pocket folder</b></p> <ul style="list-style-type: none"> <li>-Paper stock: C2S 220lbs</li> <li>-Folded, 2-side printing</li> <li>-Two 3” - 4” pockets</li> </ul>	

	<ul style="list-style-type: none"> <li>-UV Lamination</li> <li>-Business Card Slits, Right Pocket</li> <li>-Embossed BAFE logo (front cover)</li> </ul>	
	<p><b>9" x 14" two-pocket folder</b></p> <ul style="list-style-type: none"> <li>-Paper stock: C2S 220lbs</li> <li>-Folded, 2-side printing</li> <li>-Two 3" - 4" pockets</li> <li>-UV Lamination</li> <li>-Business Card Slits, Right Pocket</li> <li>-Embossed BAFE logo (front cover)</li> </ul>	
2	<p><b>FAQs on Registration of Ownership</b></p> <ul style="list-style-type: none"> <li>-Size of paper: (H) 8.5" x (W) 11" spread</li> <li>- Fold: Three folds</li> <li>- Color: Full Color (Front and Back)</li> <li>- Type of Paper: C2S 120 gsm:glossy</li> </ul>	
	<p><b>FAQs on Certification of Test Engineers</b></p> <ul style="list-style-type: none"> <li>-Size of paper: (H) 8.5" x (W) 11" spread</li> <li>- Fold: Three folds</li> <li>- Color: Full Color (Front and Back)</li> </ul>	

	<ul style="list-style-type: none"> <li>- Type of Paper: C2S 120 gsm:glossy</li> </ul>	
	<p><b>FAQs on Accreditation of Testing Centers</b></p> <ul style="list-style-type: none"> <li>-Size of paper: (H) 8.5" x (W) 11" spread</li> <li>- Fold: Three folds</li> <li>- Color: Full Color (Front and Back)</li> <li>- Type of Paper: C2S 120 gsm:glossy</li> </ul>	
	<p><b>FAQs on Testing and Evaluation</b></p> <ul style="list-style-type: none"> <li>-Size of paper: (H) 8.5" x (W) 11" spread</li> <li>- Fold: Three folds</li> <li>- Color: Full Color (Front and Back)</li> <li>- Type of Paper: C2S 120 gsm:glossy</li> </ul>	
	<p><b>FAQs on Certificate of Conformity</b></p> <ul style="list-style-type: none"> <li>-Size of paper: (H) 8.5" x (W) 11" spread</li> <li>- Fold: Three folds</li> <li>- Color: Full Color (Front and Back)</li> <li>- Type of Paper: C2S 120 gsm:glossy</li> </ul>	
	<p><b>FAQs on Permit to Operate</b></p> <ul style="list-style-type: none"> <li>-Size of paper: (H) 8.5" x (W) 11" spread</li> <li>- Fold: Three folds</li> </ul>	

	<ul style="list-style-type: none"> <li>- Color: Full Color (Front and Back)</li> <li>- Type of Paper: C2S 120 gsm:glossy</li> </ul>	
<b>3</b>	<p><b>DC 04 Series of 2019 (Issuance of Permit to Operate) and Application Forms</b></p> <ul style="list-style-type: none"> <li>- Type of paper: Substance 20</li> <li>- Size of paper: 8.25" x 11.75"</li> <li>- Color: Black and White; 1-side print</li> <li>- Type of binding: Padded (<i>not numbered</i>)</li> <li>- Number of sets per pad: 30*</li> </ul> <p>*1 Set - DC 04 Series of 2019 (Issuance of Permit to Operate) and Application Forms</p> <ul style="list-style-type: none"> <li>- Number of leaves per set: 18</li> </ul>	
	<p><b>DC 19 Series of 2018 (Issuance of Certificate of Conformity) and Application Forms</b></p> <ul style="list-style-type: none"> <li>- Type of paper: Substance 20</li> <li>- Size of paper: 8.25" x 11.75"</li> <li>- Color: Black and White; 1-side print</li> <li>- Type of binding: Padded (<i>not numbered</i>)</li> <li>- Number of sets per pad: 50*</li> </ul>	



	<p>*1 Set - DC 19 Series of 2018 (Issuance of Certificate of Conformity) and Application Forms</p> <p>Number of leaves per set: 16</p>	
	<p><b>Application Forms of DC 05 Series of 2017 (Testing and Evaluation)</b></p> <ul style="list-style-type: none"> <li>- Type of paper: Substance 20</li> <li>- Size of paper: 8.25" x 11.75"</li> <li>- Color: Black and White; 1-side print</li> <li>- Type of binding: Padded (<i>not numbered</i>)</li> <li>- Number of sets per pad: 50*</li> </ul> <p>*1 Set - Application Forms of DC 05 Series of 2017 (Testing and Evaluation)</p> <ul style="list-style-type: none"> <li>- Number of leaves per set: 4</li> </ul>	
	<p><b>Application Forms of Joint DA-DILG Memorandum Circular No. 2018-02</b></p> <ul style="list-style-type: none"> <li>- Type of paper: Substance 20</li> <li>- Size of paper: 8.25" x 11.75"</li> <li>- Color: Black and White; 1-side print</li> <li>- Type of binding: Padded (<i>not numbered</i>)</li> <li>- Number of sets per pad: 50*</li> </ul>	

	<p>*1 Set - Application Forms of DC 05 Series of 2017 (Testing and Evaluation)</p> <p>- Number of leaves per set: 2</p>	
4	<p><b>Tarpaulin for Citizen's Charter for DC 04 Series of 2019 (Issuance of Permit to Operate)</b></p> <p>- Size of tarpaulin with stand: 3 ft x 7 ft (WxH)</p> <p>- X-type Standee</p> <p>- Thickness of the tarpaulin: 6 mils</p>	
	<p><b>Tarpaulin for Citizen's Charter for DC 19 Series of 2018</b></p> <p>- Size of tarpaulin with stand: 3 ft x 7 ft (WxH)</p> <p>- X-type Standee</p> <p>- Thickness: 6 mils</p>	
	<p><b>Tarpaulin for Citizen's Charter for DC 04 Series of 2017</b></p> <p>- Size of tarpaulin with stand: 3 ft x 7 ft (WxH)</p> <p>- X-type Standee</p> <p>- Thickness: 6 mils</p>	

	<p><b>Tarpaulin for Citizen's Charter for DC 05 Series of 2017</b></p> <ul style="list-style-type: none"> <li>- Size of tarpaulin with stand: 3 ft x 7 ft (WxH)</li> <li>- X-type Standee</li> <li>- Thickness: 6 mils</li> </ul>	
	<p><b>Tarpaulin for Citizen's Charter for AMTEC Test Exemption</b></p> <ul style="list-style-type: none"> <li>- Size of tarpaulin with stand: 3 ft x 7 ft (WxH)</li> <li>- X-type Standee</li> <li>- Thickness: 6 mils</li> </ul>	
<p><b>5</b></p>	<p><b>Printing of the Nationwide Agri- Fisheries Investment Audit Team (NAFIAT) Report</b></p> <ul style="list-style-type: none"> <li>- No. of pages : Maximum of 200 pages excluding cover</li> <li>- Size: 8.25 x 11.75 inches (actual size/folded)</li> <li>- Colors: Full Colors all pages</li> <li>- Finish: Two side printing; with UV lamination on cover page</li> <li>-Stocks: Inside – C2S 80lbs (Matte)  <div style="padding-left: 40px;">Cover – C2S 180lbs (Glossy)</div> </li> <li>- Binding: Perfect binding</li> </ul>	

6	<p><b>Brochures for Agricultural Machinery Equipment Service Center</b></p> <ul style="list-style-type: none"><li>- Paper Size: A4 size, 11.7” (L) x 8.3” (W)</li><li>- Full color</li><li>- Back-to-back printed copies</li><li>- Type of paper: C2S 100, glossy paper/laminated</li><li>- Folds: Three-folds</li><li>- Inclusive of all applicable taxes and/or changes</li></ul>	
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***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.

Republic of the Philippines



Government Procurement Policy Board



LOT	SPECIFICATIONS	QTY	UNIT	UNIT COST	TOTAL COST (PHP)
1	<b>9" x 12" two-pocket folder</b> -Paper stock: C2S 220lbs -Folded, 2-side printing -Two 3" - 4" pockets -UV Lamination -Business Card Slits, Right Pocket -Embossed BAFE logo (front cover)	1,400	pcs	150.00	210,000.00
	<b>9" x 14" two-pocket folder</b> -Paper stock: C2S 220lbs -Folded, 2-side printing -Two 3" - 4" pockets -UV Lamination -Business Card Slits, Right Pocket -Embossed BAFE logo (front cover)	500	pcs	150.00	75,000.00
<b><i>SUBTOTAL</i></b>					285,000.00
2	<b>FAQs on Registration of Ownership</b> -Size of paper: (H) 8.5" x (W) 11" spread - Fold: Three folds - Color: Full Color (Front and Back) - Type of Paper: C2S 120 gsm:glossy	97,080	pcs	5.00	485,400.00
	<b>FAQs on Certification of Test Engineers</b> -Size of paper: (H) 8.5" x (W) 11" spread - Fold: Three folds - Color: Full Color (Front and Back) - Type of Paper: C2S 120 gsm:glossy	10,000	pcs	30.00	300,000.00
	<b>FAQs on Accreditation of Testing Centers</b> -Size of paper: (H) 8.5" x (W) 11" spread - Fold: Three folds - Color: Full Color (Front and Back) - Type of Paper: C2S 120 gsm:glossy	10,000	pcs	30.00	300,000.00
	<b>FAQs on Testing and Evaluation</b> -Size of paper: (H) 8.5" x (W) 11" spread - Fold: Three folds - Color: Full Color (Front and Back) - Type of Paper: C2S 120 gsm:glossy	10,500	pcs	30.00	315,000.00
	<b>FAQs on Certificate of Conformity</b> -Size of paper: (H) 8.5" x (W) 11" spread	12,000	pcs	30.00	360,000.00

	<ul style="list-style-type: none"> <li>- Fold: Three folds</li> <li>- Color: Full Color (Front and Back)</li> <li>- Type of Paper: C2S 120 gsm: glossy</li> </ul>				
	<b>FAQs on Permit to Operate</b> <ul style="list-style-type: none"> <li>- Size of paper: (H) 8.5" x (W) 11" spread</li> <li>- Fold: Three folds</li> <li>- Color: Full Color (Front and Back)</li> <li>- Type of Paper: C2S 120 gsm: glossy</li> </ul>	12,000	pcs	30.00	360,000.00
<b>SUBTOTAL</b>					<b>2,120,400.00</b>
3	<b>DC 04 Series of 2019 (Issuance of Permit to Operate) and Application Forms</b> <ul style="list-style-type: none"> <li>- Type of paper: Substance 20</li> <li>- Size of paper: 8.25" x 11.75"</li> <li>- Color: Black and White; 1-side print</li> <li>- Type of binding: Padded (<i>not numbered</i>)</li> <li>- Number of sets per pad: 30*</li> <li>*1 Set - DC 04 Series of 2019 (Issuance of Permit to Operate) and Application Forms</li> <li>- Number of leaves per set: 18</li> </ul>	46	pads	570	26,220.00
	<b>DC 19 Series of 2018 (Issuance of Certificate of Conformity) and Application Forms</b> <ul style="list-style-type: none"> <li>- Type of paper: Substance 20</li> <li>- Size of paper: 8.25" x 11.75"</li> <li>- Color: Black and White; 1-side print</li> <li>- Type of binding: Padded (<i>not numbered</i>)</li> <li>- Number of sets per pad: 50*</li> <li>*1 Set - DC 19 Series of 2018 (Issuance of Certificate of Conformity) and Application Forms</li> <li>- Number of leaves per set: 16</li> </ul>	20	pads	750	15,000.00
	<b>Application Forms of DC 05 Series of 2017 (Testing and Evaluation)</b> <ul style="list-style-type: none"> <li>- Type of paper: Substance 20</li> <li>- Size of paper: 8.25" x 11.75"</li> <li>- Color: Black and White; 1-side print</li> <li>- Type of binding: Padded (<i>not numbered</i>)</li> <li>- Number of sets per pad: 50*</li> </ul>	10	pads	200	2,000.00

	*1 Set - Application Forms of DC 05 Series of 2017 (Testing and Evaluation) - Number of leaves per set: 4				
	<b>Application Forms of Joint DA-DILG Memorandum Circular No. 2018-02</b> - Type of paper: Substance 20 - Size of paper: 8.25" x 11.75" - Color: Black and White; 1-side print - Type of binding: Padded ( <i>not numbered</i> ) - Number of sets per pad: 50* *1 Set - Application Forms of DC 05 Series of 2017 (Testing and Evaluation) - Number of leaves per set: 2	6,468	pads	100	646,800.00
<b><i>SUBTOTAL</i></b>					<b>690,020.00</b>
4	<b>Tarpaulin for Citizen's Charter for DC 04 Series of 2019 (Issuance of Permit to Operate)</b> - Size of tarpaulin with stand: 3 ft x 7 ft (WxH) - X-type Standee - Thickness of the tarpaulin: 6 mils	1	pc	900	900
	<b>Tarpaulin for Citizen's Charter for DC 19 Series of 2018</b> - Size of tarpaulin with stand: 3 ft x 7 ft (WxH) - X-type Standee - Thickness: 6 mils	1	pc	900	900
	<b>Tarpaulin for Citizen's Charter for DC 04 Series of 2017</b> - Size of tarpaulin with stand: 3 ft x 7 ft (WxH) - X-type Standee - Thickness: 6 mils	1	pc	900	900
	<b>Tarpaulin for Citizen's Charter for DC 05 Series of 2017</b> - Size of tarpaulin with stand: 3 ft x 7 ft (WxH) - X-type Standee - Thickness: 6 mils	1	pc	900	900
	<b>Tarpaulin for Citizen's Charter for AMTEC Test Exemption</b>	1	pc	900	900

- Size of tarpaulin with stand: 3 ft x 7 ft (WxH)  
- X-type Standee  
- Thickness: 6 mils

**SUBTOTAL**

4,500.00

**GRAND TOTAL**

**3,099,920.00**

Prepared by:

  
**ENGR. DIAYA C. ASTILLA**

Alternate Procurement Coordinator

  
**ENGR. JESSA RICA C. PANDINO**

Permanent Procurement Coordinator

Approved by:

  
**ENGR. JANICE P. VARGAS**

OIC-Chief, SRED



## TERMS OF REFERENCE

### TITLE:

PRINTING OF IEC MATERIALS ON THE REGULATORY POLICIES OF BAFE

### APPROVED BUDGET FOR THE CONTRACT (ABC):

The Approved Budget for the Contract is Three Million Ninety-nine Thousand Nine Hundred Twenty Pesos (Php 3,099,920.00) inclusive of all taxes.

### REPORTING RESPONSIBILITIES:

The Bureau of Agricultural and Fisheries Engineering (BAFE) of the Department of Agriculture shall acquire the services of a firm that will carry out the printing of the following IEC materials:

1. Two-pocket folders
2. FAQs on the following regulatory activities of BAFE:
  - a.Registration of Ownership
  - b.Certification of Test Engineers
  - c.Accreditation of Testing Centers
  - d.Testing and Evaluation
  - e.Certificate of Conformity
  - f.Permit to Operate
3. Department Circular (DC) and Application Forms for the abovementioned regulatory activities of BAFE
4. Tarpaulin

### EXPERIENCE/QUALIFICATIONS/REQUIREMENTS

1. Must provide
  - a. one (1) Certificate of Job Satisfaction from the immediate previous client
  - b. at least one (1) Certificate of Job Satisfaction from other previous clients in the last two years
  - c. at least one (1) Certificate of Job Completion in the last two (2) years

### OTHER TERMS AND CONDITIONS:

1. All electronic copies and the design and layout of individual two-pocket folders, FAQs, registration and application forms, and tarpaulins will be provided by BAFE to the supplier;
2. Sample blueprints must be submitted to BAFE prior to mass production. The Bureau will conduct review and proofreading of submitted sample blueprints. All approved sample blueprints will be forwarded to the supplier one day after the approval of the BAFE's Director;



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)**  
Diliman, Quezon City  
Tel No. (02) 294-6452 Fax No. (02) 941-8151  
Email Add: od.bafe@gmail.com

3. Delivery period is within thirty (30) calendar days upon receipt of Notice of Proceed;
4. Freight-on-Board (FOB) Destination. The supplier will shoulder the delivery expense to the Drop-off point; and
5. Drop-off point is at the 4<sup>th</sup> Floor, Bureau of Agricultural and Fisheries Engineering, Department of Agriculture, Elliptical Road, Diliman, Quezon City.

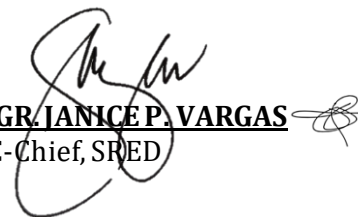
For strict compliance.

Prepared by:

  
**ENGR. DIAYA C. ASTILLA**  
Alternate Procurement Coordinator

  
**ENGR. JESSA RICA C. PANDINO**  
Permanent Procurement Coordinator

Approved by:

  
**ENGR. IANICE P. VARGAS**  
OIC-Chief, SR/ED

*A food-secure Philippines*  
with prosperous farmers and fisherfolk





## **TERMS OF REFERENCE**

### **TITLE:**

**PRINTING OF IEC MATERIALS ON AGRICULTURAL MACHINERY AND EQUIPMENT SERVICE CENTER**

### **APPROVED BUDGET FOR THE CONTRACT (ABC):**

The Approved Budget for the Contract is Nineteen Thousand Five Hundred Pesos Only (Php 19, 500.00) inclusive of all taxes.

### **REPORTING RESPONSIBILITIES:**

The Bureau of Agricultural and Fisheries Engineering (BAFE) of the Department of Agriculture shall acquire the services of a firm that will carry out the printing of the following IEC materials:

1. Brochure for the Agricultural Machinery and Equipment Service Center (AFMESC)

### **EXPERIENCE/QUALIFICATIONS/REQUIREMENTS**

1. Must provide
  - a. one (1) Certificate of Job Satisfaction from the immediate previous client
  - b. at least one (1) Certificate of Job Satisfaction from other previous clients in the last two years
  - c. at least one (1) Certificate of Job Completion in the last two (2) years

### **OTHER TERMS AND CONDITIONS:**

1. All electronic copies and the design and layout of brochure for the Agricultural Machinery and Equipment Service Center will be provided by BAFE to the supplier;
2. Sample blueprints must be submitted to BAFE prior to mass production. The Bureau will conduct review and proofreading of submitted sample blueprints. All approved sample blueprints will be forwarded to the supplier one day after the approval of the BAFE's Director;



3. Delivery period is within thirty (30) calendar days upon receipt of Notice of Proceed;
4. Freight-on-Board (FOB) Destination. The supplier will shoulder the delivery expense to the Drop-off point; and
5. Drop-off point is at the 4<sup>th</sup> Floor, Bureau of Agricultural and Fisheries Engineering, Department of Agriculture, Elliptical Road, Diliman, Quezon City.

For strict compliance.

Prepared by:

*dfulgar*  
**ENGR. DEXTER E. FULGAR**  
Procurement Coordinator, PPMD

*[Signature]*  
**ENGR. JOSEFA G. QUILLOPE**  
Engineer III, PPMD

Approved by:

*cpolido*  
**ENGR. CRISTY CECILIA P. POLIDO**  
Chief, PPMD

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LOT	SPECIFICATIONS	QTY	UNIT	UNIT COST	TOTAL COST
	<b>Brochures for Agricultural Machinery Equipment Service Center</b> -Paper Size: A4 size, 11.7" (L) x 8.3" (W) -Full color -Back-to-back printed copies -Type of paper: C2S 100, glossy paper/laminated -Folds: Three-folds -Inclusive of all applicable taxes and/or charges	650	brochure	30	Php 19,500.00
<b>GRAND TOTAL</b>					<b>Php 19,500.00</b>

**Printing of the National Agri- Fisheries Investment Audit Team (NAFIAT) Report**

<b>Specification</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>
<ul style="list-style-type: none"><li>• No. of pages : Maximum of 200 pages excluding cover</li><li>• Size: 8.25 x 11.75 inches (actual size/folded)</li><li>• Colors: Full Colors all pages</li><li>• Finish: two side printing; with UV lamination on cover page</li><li>• Stocks: Inside – C2S 80lbs (Matte) Cover – C2S 180lbs (Glossy)</li><li>• Binding: Perfect binding</li></ul>	500 pcs	440.00	220,000.00
<b>TOTAL</b>			<b>Php 220,000.00</b>

Prepared by:



**MS. EVELYN SORIANO**  
Procurement Coordinator

Approved by:



**ENGR. JUANA T. TAPEL**  
Director III

## TERMS OF REFERENCE

### TITLE:

PRINTING OF IEC MATERIALS ON THE REGULATORY POLICIES OF BAFE

### APPROVED BUDGET FOR THE CONTRACT (ABC):

The Approved Budget for the Contract is Two Hundred Twenty Thousand (220,000.00) inclusive of all taxes.

### REPORTING RESPONSIBILITIES:

The Bureau of Agricultural and Fisheries Engineering (BAFE) of the Department of Agriculture shall acquire the services of a firm that will carry out the printing of the following IEC materials:

1. Printing of the National Agri- Fisheries Investment Audit Team (NAFIAT) Report

### EXPERIENCE/QUALIFICATIONS/REQUIREMENTS

1. Must provide
  - a. one (1) Certificate of Job Satisfaction from the immediate previous client
  - b. at least one (1) Certificate of Job Satisfaction from other previous clients in the last two years
  - c. at least one (1) Certificate of Job Completion in the last two (2) years

### OTHER TERMS AND CONDITIONS:

1. All electronic copies and the design and layout of the NAFIAT Report will be provided by BAFE to the supplier;
2. Sample blueprints must be submitted to BAFE prior to mass production. The Bureau will conduct review and proofreading of submitted sample blueprints. All approved sample blueprints will be forwarded to the supplier one day after the approval of the BAFE's Director;
3. Delivery period is within thirty (30) calendar days upon receipt of Notice of Proceed;
4. Freight-on-Board (FOB) Destination. The supplier will shoulder the delivery expense to the Drop-off point; and
5. Drop-off point is at the 4<sup>th</sup> Floor, Bureau of Agricultural and Fisheries Engineering, Department of Agriculture, Elliptical Road, Diliman, Quezon City.

For strict compliance.

Prepared by:

Approved by:



**MS. EVELYN SORIANO**  
Procurement Coordinator

**ENGR. JUANA T. TAPEL**  
Director III