

PHILIPPINE BIDDING DOCUMENTS

SUPPLY, DELIVERY, AND INSTALLATION OF VARIOUS OFFICE EQUIPMENT

IB NO. 008-20

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.

Section I. Invitation to Bid



Republic of the Philippines
 Department of Agriculture
BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING
 Diliman, Quezon City
 Tel. No. (02) 8294-6452 Fax No. (02) 8941-8151
 Email Add: od.bafe@gmail.com

**INVITATION TO BID FOR
 SUPPLY, DELIVERY, AND INSTALLATION OF VARIOUS OFFICE EQUIPMENT**

1. The *Bureau of Agricultural and Fisheries Engineering (BAFE)* through the *GAA 2020 Funds and CY 2019 Continuing Funds* intends to apply the sum of *Two Million One Hundred Pesos (PhP 2,000,100.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for the *Supply, Delivery and Installation of Various Office Equipment under IB No. 008-20*, details as follows:

Lot No.	Description	ABC (PhP)
1	(PR No. 20-138, 20-133, 20-131, 20-135) Various Air-conditioning Unit	PhP 1,681,000.00
2	(PR No. 20-138, 20-133, 20-131, 20-135) Various Refrigerator	PhP 103,200.00
3	(PR No. 20-138, 20-133, 20-135) Various Office Equipment	PhP 156,900.00
4	(PR No. 20-135, 20-131) Various Office Equipment	PhP 43,800.00
5	(PR No. 20-138, 20-133) Various Office Equipment	PhP 15,200.00
	Grand Total	PhP 2,000,100.00

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

2. The *BAFE* now invites bids for *Supply, Delivery and Installation of Various Office Equipment*. 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



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Email Add: od.bafe@gmail.com

Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

- 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, 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.

- 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**.
- A complete set of Bidding Documents may be acquired by interested Bidders on ***November 20- November 27, 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:

Approved Budget for the Contract	Maximum Cost of Bidding Documents (in Philippine Peso)
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

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.



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6. The **BAFE-BAC** will hold a Pre-Bid Conference on ***December 01, 2020, 9:00 AM at DA New Building, Elliptical Road, 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 10, 2020, 12 nn.*** 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 10, 2020, 1 pm at DA New Building, Elliptical Road, 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
4th floor, Department of Agriculture,
Elliptical Road, Diliman, Quezon City
Telefax No. (02) 8941-8151
bafe.procurement@gmail.com***

ORIGINAL SIGNED

ENGR. NOEMI L. CARPIO
Chairperson, Bids and Awards



Republic of the Philippines
Department of Agriculture
BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING
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Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *Bureau of Agricultural and Fisheries Engineering (BAFE)* wishes to receive Bids for the *Supply, Delivery and Installation of Various Office Equipment* with *IB No. 008-20*

The Procurement Project (referred to herein as “Project”) is composed of *five (5) 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 *CY 2020 and 2019 Continuing Funds* in the amount of *Two Million One Hundred Pesos (PhP 2,000,100.00)*

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 Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that *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, Elliptical Road, 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 two (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 Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until *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.

¹ 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

- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest 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	<p>For this purpose, contracts similar to the Project shall be:</p> <p>Supply, Delivery and Installation of Various Office Equipment (i.e Air Conditioning Unit (ACU), Appliances, and other Office Equipment)</p> <p>a. completed within <i>two (2) years</i> prior to the deadline for the submission and receipt of bids.</p>																		
7.1	<i>Subcontracting is not allowed.</i>																		
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 8%;">Lot No.</th> <th style="width: 42%;">Item/Description</th> <th style="width: 20%;">Amount Cash, Cashier's / Manager's Check, Bank, Draft/ Guarantee or Irrevocable Letter of Credit (2%)</th> <th style="width: 30%;">Surety Bond (5%)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>(PR No. 138, 20-133, 20-131, 20-135) Various Air-conditioning Unit</td> <td style="text-align: center;">PhP 33,620.00</td> <td style="text-align: center;">PhP 84,050.00</td> </tr> <tr> <td style="text-align: center;">2</td> <td>(PR No. 138, 20-133, 20-131, 20-135) Various Refrigerator</td> <td style="text-align: center;">PhP 2,064.00</td> <td style="text-align: center;">PhP 5,160.00</td> </tr> <tr> <td style="text-align: center;">3</td> <td>(PR No. 138, 20-133, 20-135) Various Office Equipment</td> <td style="text-align: center;">PhP 3,138.00</td> <td style="text-align: center;">PhP 7,845.00</td> </tr> </tbody> </table>			Lot No.	Item/Description	Amount Cash, Cashier's / Manager's Check, Bank, Draft/ Guarantee or Irrevocable Letter of Credit (2%)	Surety Bond (5%)	1	(PR No. 138, 20-133, 20-131, 20-135) Various Air-conditioning Unit	PhP 33,620.00	PhP 84,050.00	2	(PR No. 138, 20-133, 20-131, 20-135) Various Refrigerator	PhP 2,064.00	PhP 5,160.00	3	(PR No. 138, 20-133, 20-135) Various Office Equipment	PhP 3,138.00	PhP 7,845.00
Lot No.	Item/Description	Amount Cash, Cashier's / Manager's Check, Bank, Draft/ Guarantee or Irrevocable Letter of Credit (2%)	Surety Bond (5%)																
1	(PR No. 138, 20-133, 20-131, 20-135) Various Air-conditioning Unit	PhP 33,620.00	PhP 84,050.00																
2	(PR No. 138, 20-133, 20-131, 20-135) Various Refrigerator	PhP 2,064.00	PhP 5,160.00																
3	(PR No. 138, 20-133, 20-135) Various Office Equipment	PhP 3,138.00	PhP 7,845.00																

4	(PR No. 20-135, 20-131) Various Office Equipment	PhP 876.00	PhP 2,190.00
5	(PR No. 20-138, 133) Various Office Equipment	PhP 304.00	PhP 760.00
	Grand Total	PhP 40,002.00	PhP100,005.00

The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:

19.3

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.

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

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

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

5. Warranty

- 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>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are delivered to <i>BAFE Office, SRA Building, North Avenue, Diliman, Quezon City.</i> 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 ENGR. JESSA RICA C. PANDIÑO/ MS. EVELYN SORIANO/ MS. JULIE MABBAGU AND RHODORA R. CONCEPCION.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and

- e. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

Spare Parts –

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

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

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

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

Spare parts or components shall be supplied as promptly as possible, but in any case, within [*insert appropriate time period*] months of placing the order.

	<p>Packaging –</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>Transportation –</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>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<i>Terms of Payment: One-time payment after full delivery and acceptance of the items.</i>
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.

Section VI. Schedule of Requirements

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
1	Air-conditioning Unit (2 hp)	19	1,045,000.00	Within thirty (30) calendar days upon the conforme of the Notice to Proceed (NTP).
	Air-conditioning Unit (1.5 hp)	1	36,000.00	
	Air-conditioning Unit (Floor Mounted)	5	600,000.00	
SUBTOTAL			<u>1,681,000.00</u>	
2	Refrigerator	4	92,000.00	
	Refrigerator	1	11,200.00	
SUBTOTAL			<u>103,200.00</u>	
3	Microwave Oven	5	30,000.00	
	Oven Toaster	4	20,000.00	
	Coffee Maker	7	11,900.00	
	Airpot	4	18,000.00	
	Water Dispenser	11	77,000.00	
SUBTOTAL			<u>156,900.00</u>	
	Paper Shredder	4	24,000.00	

4	Paper Trimmer Cutting Machine	2	16,800.00
	Laminating Machine	1	3,000.00
	SUBTOTAL		<u>43,800.00</u>
5	Ceiling Fan	2	3,900.00
	Electric Tower Fan	1	4,000.00
	Industrial Exhaust Fan	1	3,500.00
	Exhaust Fan (35 cfm)	2	2,400.00
	Exhaust Fan (65 cfm)	1	1,400.00
	SUBTOTAL		<u>15,200.00</u>
	GRAND TOTAL		2,000,100.00

Section VII. Technical Specifications

Technical Specifications

Item	Specification	Statement of Compliance
	SUPPLY, DELIVERY AND INSTALLATION OF VARIOUS OFFICE EQUIPMENT	<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>
LOT NO.	TECHNICAL SPECIFICATIONS	STATEMENT OF “COMPLY” OR “NOT COMPLY”
	<p>“Attached are the Technical Specifications and Terms of Reference (TOR) to be complied with, marked as Annex “A” of this Bidding Documents.”</p>	

***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.



TERMS OF REFERENCE

SUPPLY, DELIVERY AND INSTALLATION OF THREE (3) WINDOW-TYPE AND ONE (1) SPLIT-TYPE AIR-CONDITIONING UNITS

BACKGROUND:

The Bureau of Agricultural and Fisheries Engineering (BAFE) Office is currently located at the 4th Floor DA Old Building. With its full operationalization, and filling up of positions, the present area being occupied by BAFE will no longer be adequate, thus, the need for a bigger office space and additional office equipment. The office equipment (air-conditioning units) to be procured will be used to provide comfortable working environment with the transfer of BAFE office to the Sugar Regulatory Administration (SRA) Building.

APPROVED BUDGET FOR THE CONTRACT (ABC):

The Approved Budget for the Contract is Two Hundred One Thousand Pesos (Php 201,000.00), inclusive of all taxes.

TECHNICAL SPECIFICATIONS:

ITEM/PARTICULARS	Quantity	TECHNICAL SPECIFICATIONS
Air-conditioning Unit (2 hp)	3 units	<ul style="list-style-type: none">• Minimum Cooling Capacity: 2 HP• 220-240 V, Single Phase, 60 Hz• Type: Inverter Window-type• With Remote Controller (Battery included)• Refrigerant: R410A, R32 or any better refrigerant• Automatic on and off timer• With dust and anti-bacterial filter• With Auto Air Swing• Shall include labor and materials in free installation• Minimum warranty:<ul style="list-style-type: none">• 1 year on parts and services• 5 years on Compressor
Air-conditioning Unit (1.5 hp)	1 unit	<ul style="list-style-type: none">• Minimum Cooling Capacity : 1.5 HP• 220-240 V, Single Phase, 60 Hz• ACU Type: Split Type, High-wall mounted with Inverter technology• Refrigerant: R32, R410A or any better refrigerant• Fan Speed: Low, Medium, High• Speed Cooling: High Cool• Remote Controlled with extra battery• Protection: Power Surges and Fluctuating

ITEM/PARTICULARS	Quantity	TECHNICAL SPECIFICATIONS
		Electrical Current • Easy to clean anti-bacterial Filter • Shall include labor and materials in free installation • Warranty: o 1 year on parts and Services o 5 years on Compressor

SCHEDULE OF DELIVERY:

The schedule of delivery should be Thirty (30) days upon receipt of Notice of Proceed.

SCHEDULE OF INSTALLATION:

Installation shall not exceed ten (10) working days.

PAYMENT

Payment shall be done within thirty (30) calendar days upon receipt, inspection and installation of the Air condition units including documents such as Official Receipt and other necessary documents.

OTHER REQUIREMENTS

- The delivered unit for the Air-conditioning Unit (2 hp) shall fit in the size of concrete opening of 65 cm x 43 cm. If the unit delivered is larger than the said dimension, the labor cost and materials for the chipping of wall partitions and/or sealing of excess wall spaces are included in the ABC.
- For the Air-conditioning Unit (1.5 hp), the mounting frame for the indoor and outdoor of ACU shall be provided and the installation cost are included in the ABC.

PREPARED BY:


ENGR. MARIA EVIC C. PANGANIBAN
 Engineer III, BAFE - EPDSD

APPROVED BY:


ENGR. ALLAN C. GOLENG
 Engineer IV, BAFE - EPDSD

TABLE 1: SPECIFICATIONS OF OFFICE EQUIPMENT

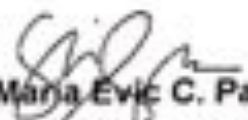
LOT NO.	GENERAL DESCRIPTION	SPECIFICATIONS	QUANTITY	Unit	UNIT COST	TOTAL COST (PHP)
1	Air-Conditioning Unit (2hp)	<ul style="list-style-type: none"> • Minimum Cooling Capacity: 2 HP • 220-240 V, Single Phase, 60 Hz • Type: Inverter Window-type • With Remote Controller (Battery included) • Refrigerant: R410A, R32 or any better refrigerant • Automatic on and off timer • With dust and anti-bacterial filter • With Auto Air Swing • Shall include labor and materials in free installation • Minimum warranty: <ul style="list-style-type: none"> • 1 year on parts and services • 5 years on Compressor 	3	Units	55,000.00	165,000.00
	Air-Conditioning Unit (1.5 hp)	Minimum Cooling Capacity : 1.5 HP 220-240 V, Single Phase, 60 Hz ACU Type: Split Type, High-wall mounted with Inverter technology Refrigerant : R32, R410A or any better refrigerant Fan Speed: Low, Medium, High Speed Cooling : High Cool Remote Controlled with extra battery Protection: Power Surges and Fluctuating Electrical Current Easy to clean anti-bacterial Filter Shall include labor and materials in free installation Warranty: 1 year on parts and Services 5 years on Compressor	1	Units	38,000.00	38,000.00
SUB-TOTAL						201,000.00

LOT NO.	GENERAL DESCRIPTION	SPECIFICATIONS	QUANTITY	Unit	UNIT COST	TOTAL COST (PHP)
2	Refrigerator	<ul style="list-style-type: none"> • Inverter, Two-door type • Loading Capacity: minimum of 8 cu.ft • With Non-frost Cooling System • With automatic defrosting function • Refrigerant: R600a • with LED refrigerator light • With adjustable, slide-out tempered shelves • With thermostat control • Minimum Warranty: <ul style="list-style-type: none"> • 1 year on parts and services • 5 years on compressor 	1	Units	23,000.00	23,000.00
					SUB-TOTAL	23,000.00
	Microwave Oven	<ul style="list-style-type: none"> • Capacity: at least 20 L • Voltage/Frequency: 220-240 V/60 Hz • Power: 1000 W, maximum • With LED Display • With digital keypad and at least single-line display • With 30 minutes timer • With at least 4 preset cooking mode • With operations manual • Minimum Warranty <ul style="list-style-type: none"> • 1 year on parts and services • 2 years on magnetron 	2	Units	6,000.00	12,000.00

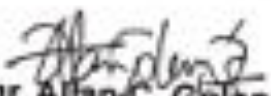
LOT NO.	GENERAL DESCRIPTION	SPECIFICATIONS	QUANTITY	Unit	UNIT COST	TOTAL COST (PHP)
3	Oven Toaster	<ul style="list-style-type: none"> • Capacity: at least 30 L • Power: 1600 W, maximum • 220-240 V 60 Hz • With at least 4 heating function • With Temperature Control (100°C to 250°C) • With 60-minutes Timer, and bell ring • With Stainless Steel bake rack and heating element • With Indicator Lamp • High-tempered glass door and handle • With Crumb Tray • With atleast 1 year warranty on parts and services 	1	Units	5,000.00	5,000.00
	Coffee maker	<ul style="list-style-type: none"> • Capacity: Good for at least 10 cups • With at most 1000 Watts power consumption • With auto-drip feature • With heater plate • With level indicator • With removable filter basket • With included heat resistant glass carafe • With at least 1 Year Warranty on Parts and Service 	1	Units	1,700.00	1,700.00
	Airpot	<ul style="list-style-type: none"> *at least 3 Liters capacity *at most 800 Watts power rating *at least stainless steel material cavity and body *with water level indicator *with anti-odor protection *at least 1-year warranty on parts and services 	1		4,500.00	4,500.00
					SUB-TOTAL	23,200.00

LOT NO.	GENERAL DESCRIPTION	SPECIFICATIONS	QUANTITY	Unit	UNIT COST	TOTAL COST (PHP)
4	Water Dispenser	<ul style="list-style-type: none"> • With 3-in-1 water option (hot, cold, and warm) • With 3 faucet • Free-standing type • With storage cabinet • Compressor type cooling • With at most 120 Watts cooling power rating • With at most 500 Watts heating power rating • With at least 1-year warranty on parts and services 	4	Units	7,000.00	28,000.00
5	Paper Shredder	<ul style="list-style-type: none"> • Automatic operation • Can shred A4 and Legal size bond paper • Minimum Dimension: 25 cm (D) x 13cm (W) x 30 cm (H) • Minimum of 220 V • Paper-out waste bin of 10 liters (minimum) 	4	Units	6,000.00	24,000.00
GRAND-TOTAL						299,200.00

Prepared by:


 Engr. Maria Evic C. Panganiban
 Engineer-III, BAFE-EPDSD

Approved by:


 Engr. Allan C. Goleng
 Engineer IV, BAFE - EPDSD

TERMS OF REFERENCE

TITLE:

SUPPLY, DELIVERY, AND INSTALLATION OF AIR CONDITIONING UNITS TO BE INSTALLED IN THE BAFE PPMD OFFICE IN SRA, QUEZON CITY

OBJECTIVE:

For this terms of reference, this aims to supply, deliver, and install air-conditioning units in the BAFE PPMD office. Specifically, this intends to:

1. Provide conducive work environment for the PPMD staff as stated in the drafted layout.

APPROVED BUDGET FOR THE CONTRACT (ABC):

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

TECHNICAL SPECIFICATIONS (for reference, see Annex A: PPMD floor plan)

ITEM/PARTICULARS	SPECIFICATIONS
Air Conditioning Units	<ul style="list-style-type: none">*minimum cooling capacity: 2 HP*220-240 V, Single Phase, 60 Hz*type: inverter window-type*with remote controller (battery included)*refrigerant: R410A, R32 or any better refrigerant*automatic on and off timer*with dust and anti-bacterial filter*with auto air swing*shall include labor and materials in free installation*minimum warranty:<ul style="list-style-type: none">*1 year on parts and services*5 years on compressor

SCHEDULE OF DELIVERY:

The schedule of delivery should be Thirty (30) days upon receipt of Notice to Proceed.

PAYMENT

Payment shall be done within thirty (30) calendar days upon receipt, inspection, and acceptance of the air conditioning units including the submission of the Official Receipt and other necessary documents.

OTHER REQUIREMENTS:

For the purpose, the following are additional requirements for the air conditioning units listed above:

- Mounting and installation costs are included in the ABC
- Shall fit in the 65 cm x 43 cm concrete opening. If the units are bigger than the given dimensions, the labor cost for the chipping of wall portions and/or sealing of excess wall spaces should be included in the ABC;
- At least 1-year manufacturer warranty on parts and services; and
- At least 5-year warranty on motor/compressor.

Prepared by:


ENGR. DEXTER B. FULGAR
Engineer I, PPMD

Approved by:


ENGR. ARNEL L. TENORIO
Engineer IV, PPMD

TERMS OF REFERENCE

TITLE:

SUPPLY, DELIVERY, AND INSTALLATION OF EXHAUST FANS TO BE INSTALLED IN THE BAFE PPMD OFFICE IN SRA, QUEZON CITY

OBJECTIVE:

For this terms of reference, this aims to supply, deliver, and install exhaust fans in the BAFE PPMD office. Specifically, this intends to:

1. Provide ventilation and withdraw unwanted odors out of the comfort room, janitorial section, and storage room.

APPROVED BUDGET FOR THE CONTRACT (ABC):

The Approved Budget for the Contract is Three Thousand Eight Hundred Pesos (Php 3,800.00) inclusive of all taxes.

TECHNICAL SPECIFICATIONS (for reference, see Annex A: PPMD floor plan)

ITEM/PARTICULARS	SPECIFICATIONS
Exhaust Fan (35 cfm)	<ul style="list-style-type: none">*at least 10" x 10" dimension*wall-mounted*at most 50 Watts power rating*at least 35 cubic feet per minute (cfm) airflow rate*with variable speed setting*at most 52 dB (A) sound level*with thermal fuse, weather resistant casing, and corrosion resistant copper motor*at least 1-year warranty on parts and services
Exhaust Fan (65 cfm)	<ul style="list-style-type: none">*at least 12" x 12" dimension*wall-mounted*at most 50 Watts power rating*at least 65 cubic feet per minute (cfm) airflow rate*with variable speed setting*at most 56 dB (A) sound level*with thermal fuse, weather resistant casing, and corrosion resistant copper motor*with anti-vibration mounting feature*at least 1-year warranty on parts and services

SCHEDULE OF DELIVERY:

The schedule of delivery should be Thirty (30) days upon receipt of Notice to Proceed.

PAYMENT

Payment shall be done within thirty (30) calendar days upon receipt, inspection, and acceptance of the office equipment including the submission of the Official Receipt and other necessary documents.

OTHER REQUIREMENTS:


For the purpose, the following are additional requirements for the exhaust fans listed above:





- Mounting and installation costs are included in the ABC;
- Shall fit in the specified sizes of concrete opening. If the units don't fit in the given dimensions, the labor cost for the chipping of wall portions and/or sealing of excess wall spaces should be included in the ABC; and
- At least 1-Year Manufacturer Warranty




Prepared by:




ENGR. DEXTER E. FULGAR
Engineer I, PPMD

Approved by:


ENGR. ARNEL L. TENORIO
Engineer IV, PPMD

ITEMS	UNIT COST	SPECIFICATIONS	SAMPLE IMAGE
Airpot	4,500	<ul style="list-style-type: none"> • at least 3 Liters capacity • at most 800 Watts power rating • at least stainless steel material cavity and body • with water level indicator • with anti-odor protection • at least 1-year warranty on parts and services 	
Coffee Maker	1,700	<ul style="list-style-type: none"> • capacity: good for at least 10 cups • with at most 1000 Watts power consumption • with auto-drip feature • with heater plate • with level indicator • with removable filter basket • with included heat resistant glass carafe • with at least 1 year warranty on parts and service 	
Exhaust Fan (35 CFM)	1,200	<ul style="list-style-type: none"> • at least 10" x 10" dimension • wall-mounted • at most 50 Watts power rating • at least 35 cubic feet per minute (cfm) airflow rate • with variable speed setting • at most 52 dB (A) sound level • with thermal fuse, weather resistant casing, and corrosion resistant copper motor • at least 1-year warranty on parts and services 	
Exhaust Fan (65 CFM)	1,400	<ul style="list-style-type: none"> • at least 12" x 12" dimension • wall-mounted • at most 50 Watts power rating • at least 65 cubic feet per minute (cfm) airflow rate • with variable speed setting • at most 56 dB (A) sound level • with thermal fuse, weather resistant casing, and corrosion resistant copper motor • with anti-vibrating mounting feature 	

		<ul style="list-style-type: none"> at least 1-year warranty on parts and services 	
Microwave Oven	6,000	<ul style="list-style-type: none"> capacity: at least 20 L voltage/frequency: 220-240 V/60 Hz Power: 1000 W, maximum with LED display with digital keypad and at least single-line display with 30 minutes timer with at least 4 preset cooking mode with operations manual minimum warranty: <ul style="list-style-type: none"> 1 year on parts and services 2 years on magnetron 	
Oven Toaster	5,000	<ul style="list-style-type: none"> capacity: at least 30 L power: 1600 W, maximum 220-240 V/ 60 Hz with at least 4 heating function with temperature control (100°C to 250°C) with 60-minutes timer, and bell ring with stainless steel bake rack and heating element with indicator lamp high-tempered glass door and handle with crumb tray with at least 1 year warranty on parts and services 	
Refrigerator	11,200	<ul style="list-style-type: none"> at least 5.5 cubic feet gross capacity at least 25-Liter freezer capacity semi-automatic type frost system single-door refrigerator type at most 70 cm length at most 60 cm width at most 100 Watts power rating at least 1-year warranty on parts and services at least 5-year warranty on motor/compressor 	

Water Dispenser	7,000	<ul style="list-style-type: none"> • with 3-in-1 water option (hot, cold, and warm) • with 3 faucet • free-standing type • with storage cabinet • compressor type cooling • with at most 120 Watts cooling power rating • with at most 500 Watts heating power rating • with at least 1-year warranty on parts and services 	
Air-Conditioning Unit	55,000	<ul style="list-style-type: none"> • minimum cooling capacity: 2 HP • 220-240 V, single phase, 60 Hz • type: inverter window-type • with remote controller (battery included) • refrigerant: R410A, R32 or any better refrigerant • automatic on and off timer • with dust and anti-bacterial filter • with auto air swing • shall include labor and materials in free installation • minimum warranty: • 1 year on parts and services • 5 years on Compressor 	




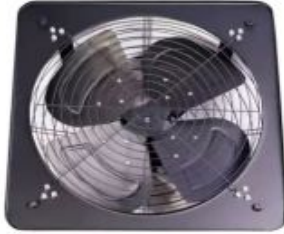

Prepared by:

Dexulgar
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Arnell L. Tenorio
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TECHNICAL SPECIFICATION - OFFICE EQUIPMENT

LOT NO.	OFFICE EQUIPMENT	UNIT COST	SAMPLE UNIT	SPECIFICATIONS
1	Refrigerator	23,000.00		<ul style="list-style-type: none"> • Inverter, Two-door type • Loading Capacity: minimum of 8 cu.ft • With Non-frost Cooling System • With automatic defrosting function • Refrigerant: R600a • with LED refrigerator light • With adjustable, slide-out tempered shelves • With thermostat control • Minimum Warranty: <ul style="list-style-type: none"> • 1 year on parts and services • 5 years on compressor
2	Air-Conditioning Unit	55,000.00		<p>minimum cooling capacity: 2 HP 220-240 V, single phase, 60 Hz type: inverter window-type with remote controller (battery included) refrigerant: R410A, R32 or any better refrigerant automatic on and off timer with dust and anti-bacterial filter with auto air swing shall include labor and materials in free installation minimum warranty: 1 year on parts and services 5 years on Compressor</p>
3	Electric Tower Fan	4,000.00		<ul style="list-style-type: none"> • Power input: at least 40 W • With ultra slim compact in size • Frequency: 60 Hz • 220-240V • With atleast 1 year warranty on parts and services
	Industrial Exhaust Fan	3,500.00		<ul style="list-style-type: none"> • With at least 16 in diameter • Frequency: 60 Hz • Single Phase, 1600 rpm • With atleast 1 year warranty on parts and services
	Ceiling Fan	1,950.00		<ul style="list-style-type: none"> • At least 16 in fan blade • With remote control • Wall-mounted push button switch box • 220-240 V, Single Phase, 60 Hz • With at least 1 year warranty on parts and services

4	Microwave Oven	6,000.00		<p>capacity: at least 20 L voltage/frequency: 220-240 V/60 Hz Power: 1000 W, maximum with LED display with digital keypad and at least single-line display with 30 minutes timer with at least 4 preset cooking mode with operations manual minimum warranty: 1 year on parts and services 2 years on magnetron</p>
	Coffee Maker	1,700.00		<p>capacity: good for at least 10 cups with at most 1000 Watts power consumption with auto-drip feature with heater plate with level indicator with removable filter basket with included heat resistant glass carafe with at least 1 year warranty on parts and service</p>
	Oven Toaster	5,000.00		<p>capacity: at least 30 L power: 1600 W, maximum 220-240 V/ 60 Hz with at least 4 heating function with temperature control (100°C to 250°C) with 60-minutes timer, and bell ring with stainless steel bake rack and heating element with indicator lamp high-tempered glass door and handle with crumb tray with at least 1 year warranty on parts and services</p>
	Water Dispenser	7,000.00		<p>with 3-in-1 water option (hot, cold, and warm) with 3 faucet free-standing type with storage cabinet compressor type cooling with at most 120 Watts cooling power rating with at most 500 Watts heating power rating with at least 1-year warranty on parts and services</p>
	Airpot	4,500.00		<p>at least 3 Liters capacity at most 800 Watts power rating at least stainless steel material cavity and body with water level indicator with anti-odor protection at least 1-year warranty on parts and services</p>

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Engineer II, SRED


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OIC Chief, SRED

TERMS OF REFERENCE

TITLE:

SUPPLY , DELIVERY AND INSTALLATION OF FIVE (5) UNITS OF AIR CONDITIONER WINDOW TYPE FOR OFFICIAL USE OF BAFE PERSONNEL

BACKGROUND:

The Bureau of Agricultural and Fisheries Engineering (BAFE) Office is currently located at the 4th floor of the DA building. With its full operationalization, and filling up of positions, the present area being occupied by BAFE will no longer be adequate thus, the need for a bigger office space and additional office equipment. The Office equipment (air-conditioning unit) to be procured will be used to provide comfortable working environment with the transfer of BAFE office to the Sugar Regulatory Administration (SRA) Building.

APPROVED BUDGET FOR THE CONTRACT (ABC):

The Approved Budget for the Contract is Two Hundred Seventy Five Thousand Pesos (Php 275,000.00) inclusive of all taxes.

TECHNICAL SPECIFICATIONS:

ITEM/PARTICULARS	SPECIFICATIONS
Air Conditioning Units	<ul style="list-style-type: none">*minimum cooling capacity: 2 HP*220-240 V, Single Phase, 60 Hz*type: inverter window-type*with remote controller (battery included)*refrigerant: R410A, R32 or any better refrigerant*automatic on and off timer*with dust and anti-bacterial filter*with auto air swing*shall include labor and materials in free installation*minimum warranty:<ul style="list-style-type: none">*1 year on parts and services*5 years on compressor

SCHEDULE OF DELIVERY:

The schedule of delivery should be Thirty (30) days upon receipt of Notice to Proceed.

SCHEDULE OF INSTALLATION:

Installation shall not exceed ten (10) working days.

PAYMENT

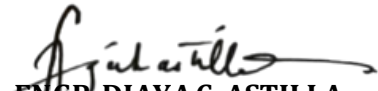
Payment shall be done within thirty (30) calendar days upon receipt, inspection, and acceptance of the air conditioning units including the submission of the Official Receipt and other necessary documents.

OTHER REQUIREMENTS

For the purpose, the following are addition requirements for the equipment listed above:

- Mounting and installation cost is included in the cost
- The delivered unit for Air-conditioning (2hp) shall fit in the size of concrete opening of 65 cm x 43 cm. If the unit delivered is larger than the said dimension, the labor cost for the chipping of wall portions and/or sealing of excess wall spaces are included in the ABC
- At least 1-year Manufacturer warranty on parts and services
- At least 5-year Warranty on Motor/Compressor of the air-conditioning units.

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Alternate Procurement Coordinator


ENGR. JESSARICA C. PANDINO

Permanent Procurement Coordinator

Approved by:


ENGR. JANICE P. VARGAS

OIC-Chief, SRED

TERMS OF REFERENCE

TITLE:

SUPPLY, DELIVERY, AND INSTALLATION OF AIR CONDITIONING UNITS TO BE INSTALLED IN THE BAFE OFFICE IN SRA, QUEZON CITY

OBJECTIVE:

For this term of reference, this aims to supply, deliver, and install air-conditioning units in the BAFE office of the Director. Specifically, this aims:

1. To provide office equipment for BAFE employees for conducive work environment.

APPROVED BUDGET FOR THE CONTRACT (ABC):

The Approved Budget for the Contract is Nine Hundred Eighty-Five Thousand (Php 985,000.00) inclusive of all taxes.

TECHNICAL SPECIFICATIONS (for reference, see Annex A: PPMD floor plan)

ITEM/PARTICULARS	SPECIFICATIONS
Air Conditioning Units (window type)	<ul style="list-style-type: none">• Minimum Cooling Capacity: 2 HP• 220-240 V, Single Phase, 60 Hz• Type: Inverter Window-type• With Remote Controller (Battery included)• Refrigerant: R410A, R32 or any better refrigerant• Automatic on and off timer• With dust and anti-bacterial filter• With Auto Air Swing• Shall include labor and materials in free installation• Minimum warranty:<ul style="list-style-type: none">• 1 year on parts and services• 5 years on Compressor
Air Conditioning Units (Floor Mounted)	<ul style="list-style-type: none">• Minimum Capacity : 2HP• Power Supply: 230 V, Single Phase, 60 Hz• Refrigerant : R22, R32 or any better refrigerant• Indoor Type• Shall include Remote Control and battery• Floor Mounted• Free Labor cost on mechanical and electrical installation and all materials shall be included to complete the installation• Free Metal support bracket• Automatic on and off timer• Dust and anti-bacterial Filter• Auto Air Swing• Warranty:<ul style="list-style-type: none">• 1 year Warranty on parts• 5 years warranty on Compressor

SCHEDULE OF DELIVERY:

The schedule of delivery should be Thirty (30) days upon receipt of Notice of Proceed.

PAYMENT

Payment shall be done within thirty (30) calendar days upon receipt, inspection, and acceptance of the office equipment including documents such as Official Receipt and other necessary documents.

OTHER REQUIREMENTS:

For the purpose, the following are additional requirements for the office equipment listed above:

- Mounting and Installation cost is included in the cost
- The Window type shall fit in the size of concrete opening of 65 cm x 43 cm. If the unit is bigger than the said dimension, the labor cost for the chipping of wall portions and/or sealing of excess wall spaces is included in the ABC.

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Procurement Coordinator

Approved by:


ENGR. JUANA T. TAPEL, PH.D.
Assistant Director, BAFE



Technical Specification

Air-Conditioning Unit (Window Type)

- Minimum Cooling Capacity: 2 HP
- 220-240 V, Single Phase, 60 Hz
- Type: Inverter Window-type
- With Remote Controller (Battery included)
- Refrigerant: R410A, R32 or any better refrigerant
- Automatic on and off timer
- With dust and anti-bacterial filter
- With Auto Air Swing
- Shall include labor and materials in free installation
- Minimum warranty:
 - 1 year on parts and services
 - 5 years on Compressor



Air-Conditioning Unit (Floor Mounted)

- Minimum Capacity : 2HP
- Power Supply: 230 V, Single Phase, 60 Hz
- Refrigerant : R22, R32 or any better refrigerant
- Indoor Type
- Shall include Remote Control and battery
- Floor Mounted
- Free Labor cost on mechanical and electrical Installation and all materials shall be included to complete the installation
- Free Metal support bracket
- Automatic on and off timer
- Dust and anti-bacterial Filter
- Auto Air Swing
- Warranty:
 - 1 year Warranty on parts
 - 5 years warranty on Compressor





Laminating Machine

- A3 Size Heavy Duty with Free Laminating Film
- Infrared heating system
- Adjustable temperature control with overheating protection



Paper Trimmer Cutting Machine

- Overall size: minimum of 25 1/2" x 19" x 12 3/4" (including cutting bar)
- Maximum cutting width: 17"
- Best cutting size: Under A3 paper
- Max cutting thickness: 400 sheets high or approx. 1.6" thickness (for A3 paper)



Refrigerator

- Inverter, Two-door type
- Loading Capacity: minimum of 8 cu.ft
- With Non-frost Cooling System
- With automatic defrosting function
- Refrigerant: R600a
- with LED refrigerator light
- With adjustable, slide-out tempered shelves
- With thermostat control
- Minimum Warranty:
 - 1 year on parts and services
 - 5 years on compressor



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Approved by:

MS. EVELYN SORIANO
Procurement Coordinator

ENGR. JUANA T. TAPEL
Director III

