

# **SUPPLY AND DELIVERY OF FOOD STUFFS (BREAD AND BREAD PRODUCTS) (FRAMEWORK AGREEMENT)**

**UNDER NEGOTIATED PROCUREMENT (TWO-FAILED BIDDINGS, SECTION 53.1)**

**Project Reference No.: BAC1-2022-03-0034**

**End-User: Department of Dietary,  
Philippine General Hospital**



University of the Philippines  
The Health Sciences Center

**BIDS & AWARDS COMMITTEE 1**

BAC Office, PGH Compound

Taft Avenue, Manila

Tel. No. 8554-8400 local 3014 / 3015



**INVITATION TO BID FOR  
SUPPLY AND DELIVERY OF FOOD STUFFS  
(BREAD AND BREAD PRODUCTS) – (FRAMEWORK AGREEMENT)  
NEGOTIATED PROCUREMENT (TWO-FAILED BIDDINGS, SECTION 53.1)**

1. The *University of the Philippines Manila – Philippine General Hospital (UPM-PGH)*, through the *General Appropriations Act for CY 2022* intends to apply the sum of **One Million Three Hundred Thirty Thousand Fifty Six Pesos & 00/100 (Php1,330,056.00)**, inclusive of all taxes, such as, but not limited to, value added tax (VAT), income tax, local taxes, and other fiscal levies, being the ABC to payments under the contract for *Supply and Delivery of Food Stuffs (Bread and Bread Products) – (Framework Agreement) with Project Reference No.: BAC1-2022-03-0034 under Two-Failed Biddings (Section 53.1) of the Revised Implementing Rules and Regulation (IRR) of RA 9184*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **UPM-PGH** now invites bids for the above Procurement Project. Delivery of the Goods is required by within the period stated in Section VI, Schedule of Requirements. Bidders should have completed, within two (2) years from the date of submission and receipt of bids, a contract similar to the Project.
3. Negotiated Procurement (Two-Failed Biddings) will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. Prospective Bidders may obtain further information from UPM-PGH BAC Secretariat and inspect the Bidding Documents at the address given below during office hours from 8:00AM to 4:30PM.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **18 October 2022** from the given address and website(s) below *upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of One Thousand Five Hundred Pesos (Php1,500.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person or through electronic means*.

6. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **9:00AM, 28 October 2022**. Late bids shall not be accepted.
7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
8. Bid opening shall be on **28 October 2022, 9:30AM** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
9. The UPM-PGH reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:  
  
LOLITA G. ALVAREZ  
Head, BAC 1 Secretariat  
UP-Philippine General Hospital  
PGH Compound  
Taft Avenue, Manila  
Telephone No.: 8554-8400 local 3014/3015  
e-Mail Address: [bac1pgh.upm@up.edu.ph](mailto:bac1pgh.upm@up.edu.ph) / [bac1.pgh@gmail.com](mailto:bac1.pgh@gmail.com)
11. You may visit the following websites:  
  
For downloading of Bidding Documents: [[www.philgeps.gov.ph](http://www.philgeps.gov.ph)]  
[<https://bidsandawards.upm.edu.ph/>]

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**Dean CHARLOTTE M. CHIONG, MD, PhD**  
*Chairperson*  
Bids and Awards Committee (BAC) 1

# Framework Agreement List

Limited to repeatedly required goods and services that are identified to be necessary and desirable, but, by its nature, use or characteristic, the quantity and/ or exact time of need cannot be accurately pre-determined and are not advisable to be carried in stock.

Prepared by the End-User, attached to the APP and submitted to the BAC for the approval of the HOPE.

FRAMEWORK AGREEMENT LIST UPM – Philippine General Hospital				
<i>Item / Service Type and Nature of Each Item / Service</i>		<i>Cost per Item or Service</i>	<i>Maximum Quantity</i>	<i>Total Cost per Item</i>
4	<b>Buns (Pandesal)</b> > at least 40grams/piece > 7 cm x 4 cm > good quality > to be packed by 25's	3.00	443,352	1,330,056.00
	<b>Total</b> (Approved Budget for the Contract)			<b>1,330,056.00</b>
	<i>Expected delivery time frame after receipt of a Call Off</i>	<i>Three (3) days upon receipt of Call-Off. Quantity based on Letter Order issued every week.</i>		
	<i>Remarks:</i>	<i>Indicate here any other appropriate information as may be necessary.</i>		
<b>EMELITA O. LAVILLA, RND, MHA</b>		<b>Chief Administrative Officer</b>	<b>Dietary Department</b>	

## General Guidelines/ Terms and Conditions on Deliveries of Foodstuff Items

### A. Bread and Bread Products

1. Should be freshly baked and of good quality, free from sour odor and taste.
2. Should follow the size specification of the product.
3. Should be individually wrapped and with expiration date stamped on.
4. Should be free from insect, offensive and undesirable odor and taste.
5. Should be delivered in clean covered containers or wrapped in polyethylene bag or paper.
6. Items should be in accordance to specifications.
7. All samples should be submitted to the Dietary Department as scheduled for approval.

### B. Suppliers' Staff and Personnel

1. Suppliers' staff and personnel should submit medical certificates/ health permits once a year. Submit certificates to Dietary Department at the beginning of bid term. In view of the pandemic, vaccination certificates are also required.
2. Suppliers should provide their boys with clean caps, aprons, color-coded T-shirts (colored uniform will be assigned by the department) and face-mask, and must be worn at all times while inside the department premises.
3. Suppliers and their personnel must abide by the FOODSTUFF DEALERS' GUIDELINES and other rules and regulations set by the department on deliveries and proper conduct.

# Technical Specifications

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.

<b>TECHNICAL SPECIFICATIONS</b>			
<b>Item / Service</b>	<b>Maximum Quantity</b>	<b>Technical Specifications / Scope of Work</b>	<b>Statement of Compliance</b>
4	443,352	<b>Buns (Pandesal)</b> > at least 40grams/piece > 7 cm x 4 cm > good quality > to be packed by 25's	
<b>General Guidelines/ Terms and Conditions on Deliveries of Foodstuff Items</b>			
<b><u>Bread and Bread Products</u></b>			
1. Should be freshly baked and of good quality, free from sour odor and taste.			
2. Should follow the size specification of the product.			
3. Should be individually wrapped and with expiration date stamped on.			
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2. Suppliers should provide their boys with clean caps, aprons, color-coded T-shirts (colored uniform will be assigned by the department) and face-mask, and must be worn at all times while inside the department premises.			
3. Suppliers and their personnel must abide by the FOODSTUFF DEALERS' GUIDELINES and other rules and regulations set by the department on deliveries and proper conduct.			

# ***Checklist of Technical and Financial Documents***

## **Notes on the Checklist of Technical and Financial Documents**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

# Checklist of Technical and Financial Documents

## I. ELIGIBILITY & TECHNICAL COMPONENTS ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
- ☐ (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,
- ☐ (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;
- ☐ (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
- ☐ (e) Notarized UP Questionnaire

#### Technical Documents

- ☐ (f) 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;
- ☐ (g) 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;
- ☐ (h) 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;
- ☐ (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable;
- ☐ (j) 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

- ☐ (k) 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;
- ☐ (l) 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***

- ☐ (m) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

**or**

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

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

- ☐ (n) *[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.
- ☐ (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**25 FINANCIAL COMPONENT ENVELOPE**

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

## Bid Form for the Procurement of Goods

*[shall be submitted with the Bid]*

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

Project Reference No.: \_\_\_\_\_

### THE BIDS AND AWARDS COMMITTEE 1

UPM – Philippine General Hospital

Taft Avenue, Manila

Gentlemen and/or Ladies:

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

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

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*  
Commissions or gratuities, if any, paid or to be paid by us to agents relating to this

Bid, and to contract execution if we are awarded the contract, are listed below:

Name and Address of Agent	Amount and Currency	Purpose of Commission or Gratuity

(if none, state “None”) /

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

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

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

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

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

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

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

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

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

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

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

***For Goods Offered from Abroad***

Name of Bidder: \_\_\_\_\_ Project Reference No. \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Brand	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place  (specify border point or place of destination)	Total CIF or CIP price per item  (col. 5 x 6)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 5 x 9)

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

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

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

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

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

**For Goods Offered from Within the Philippines**

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

1	2	3	4	5	6	7	8	9	10	11
Item	Description	Brand	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 6+7+8+9)	Total Price delivered Final Destination (col 10) x (col 5)

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

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

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

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

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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

### AFFIDAVIT

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

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

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

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

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

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

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

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized

representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

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

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

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

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

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

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

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

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

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

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

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

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

## Bid Securing Declaration Form

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

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

X-----X

### BID SECURING DECLARATION

Project Reference No.: \_\_\_\_\_

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

I/We, the undersigned, declare that:

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

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

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

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

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

## Performance Securing Declaration (Revised)

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

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

### PERFORMANCE SECURING DECLARATION

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

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

I/We, the undersigned, declare that:

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

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

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

**[Jurat]**

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

### NFCC Computation

Project Reference No.: \_\_\_\_\_

ABC: **PHP** \_\_\_\_\_

**Kindly supply the required information in the spaces provided.**

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

DETAILS	AMOUNT
Current Assets	
Minus	
Current Liabilities	
Difference of Current Assets and Current Liabilities	
Multiplied by	
K	15
Total (Product)	
Minus	
Total amount of the Value of Outstanding Contracts	
Total NFCC Computation	

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

University of the Philippines Manila/  
Philippine General Hospital

Project Reference No. \_\_\_\_\_  
Name of Project: \_\_\_\_\_

Location of Project: \_\_\_\_\_

## Joint Venture Agreement

KNOWN ALL BY THESE PRESENTS:

That this JOINT VENTURE AGREEMENT is entered into By and Between \_\_\_\_\_, of  
legal age, \_\_\_\_\_, owner/proprietor of \_\_\_\_\_  
(civil status)  
and a resident of \_\_\_\_\_.

-and-

\_\_\_\_\_, of legal age, \_\_\_\_\_,  
(civil status)  
owner/proprietor of \_\_\_\_\_ a resident of \_\_\_\_\_.

That both parties agree to join together their manpower, equipment, and what is need to facilitate the Joint Venture to participate in the Eligibility, Bidding and Undertaking of the here-under stated project to be conducted by the University of the Philippines Manila/Philippine General Hospital.

NAME OF PROJECT

CONTRACT AMOUNT

That both parties agree to jointly and severally liable for the entire assignment.

That both parties agree that \_\_\_\_\_ and/or \_\_\_\_\_ shall be the Official Representative of the Joint Venture, and is granted full power and authority to do, execute and perform any and all acts necessary and /or to represent the Joint Venture in the bidding as fully and effectively and the Joint Venture may do and if personally present with full power of substitution and revocation.

That this Venture Agreement shall remain in effect only for the above stated Projects until terminated by both parties.

Done this \_\_\_ day of \_\_\_\_\_, in the year of the Lord \_\_\_\_\_

\_\_\_\_\_  
(Name of Company)

\_\_\_\_\_  
(Address of the Company)

\_\_\_\_\_  
(Telephone & Fax of the Company)

\_\_\_\_\_  
(Website Address of the Company)

\_\_\_\_\_  
(e-Mail Address of the Company)

\_\_\_\_\_  
(Date of Issuance)

## Letter of Acceptance

This is to certify that \_\_\_\_\_ has satisfactorily delivered  
(Name of Bidder)

\_\_\_\_\_  
(Item Description)

under P.O. No/s. \_\_\_\_\_ with Sales Invoice No. \_\_\_\_\_ and accepted on  
\_\_\_\_\_. Said company has no more pending obligation with us regarding their  
delivery/ies.

\_\_\_\_\_  
(Signature over Printed Name)

\_\_\_\_\_  
(Position)

\_\_\_\_\_  
(Company Name)

**Questionnaire for Prospective Bidders**  
(additional requirement for eligibility)

1. Have you ever participated in any bidding in the University of the Philippines System?

YES	NO

If YES, fill up the table below. Use additional pages if necessary.

Constituent University/UP Campus	Name of the Project	Amount of Project	Duration Start/End (Dates)	Status (On-going/ Completed)

2. Has your company ever been suspended or blacklisted by the University of the Philippines System?

YES	NO

If YES, fill up the table below. Use additional pages if necessary.

Constituent University/UP Campus	Name of the Project	Reason for suspension/ blacklisting	Status (On-going/ Completed)

3. Has your company ever been suspended or blacklisted by any government agency or private company?

YES	NO

If YES, fill up the table below. Use additional pages if necessary.

Name of government agency/ company	Name of the Project	Reason for suspension/ blacklisting	Status (On-going/ Completed)

4. Has there ever been any project of your company in the University of the Philippines that was terminated by Administration?

YES	NO	NA

If YES, fill up the table below. Use additional pages if necessary.

Constituent University/UP Campus	Name of the Project	Reason for suspension/ blacklisting	Status (On-going/ Completed)

5. Do you certify that all the documents submitted by your

YES	NO

Company and personnel are authentic?

--	--

6. Is there any pending investigation and/or case filed against your Company or your personnel in any court or any similar institution in relation to any government contracts awarded to your company? In relation to practice of profession of any of your personnel?

YES	NO

If YES, fill up the table below. Use additional pages if necessary.

For Company

Case Filed	Where Filed	Date Filed	Status (On-going/ Completed)	Remarks

For Personnel

Case Filed	Where Filed	Date Filed	Status (On-going/ Completed)	Remarks

I hereby certify that all statements and information provided herein are complete, true and correct.

Name & Signature of Bidder : \_\_\_\_\_  
Authorized Representative : \_\_\_\_\_  
Official Designation : \_\_\_\_\_  
Company : \_\_\_\_\_  
Date : \_\_\_\_\_

#### ACKNOWLEDGEMENT

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_,  
affiant exhibited to me his/her Community Tax Certificate No. \_\_\_\_\_  
issued on \_\_\_\_\_ at \_\_\_\_\_, Philippines.

Notary Public  
Until 31 December 20\_\_  
PTR No.: \_\_\_\_\_  
Issued at: \_\_\_\_\_  
Issued on: \_\_\_\_\_  
TIN: \_\_\_\_\_

Project Reference No. \_\_\_\_\_  
Name of Project: \_\_\_\_\_  
Location of Project: \_\_\_\_\_

## Statement of All On-Going Government and Private Contracts Including Contracts Awarded But Not Yet Started

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

Name of Contract/ Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date of Completion	% of accomplishment		Value of Outstanding Works/Undelivered Portion
			Description	%		Planned	Actual	
Government								
Private								

Note: This statement shall be supported with:  
1. Notice of Award and/or Contract  
2. Notice to Proceed issued by the owner

Total Cost

Submitted by : \_\_\_\_\_  
(Printed Name & Signature)

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

Standard Form Number: SF-GOOD-13b  
University of the Philippines Manila/Philippine General Hospital

Project Reference No. \_\_\_\_\_  
Name of Project: \_\_\_\_\_  
Location of Project: \_\_\_\_\_

### Statement of the Single Largest Completed Contract

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

Name of Contract	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
Government						
Private						

Note: This statement shall be supported with:

1. Contract
2. Certificate of Completion
3. Certification of Acceptance

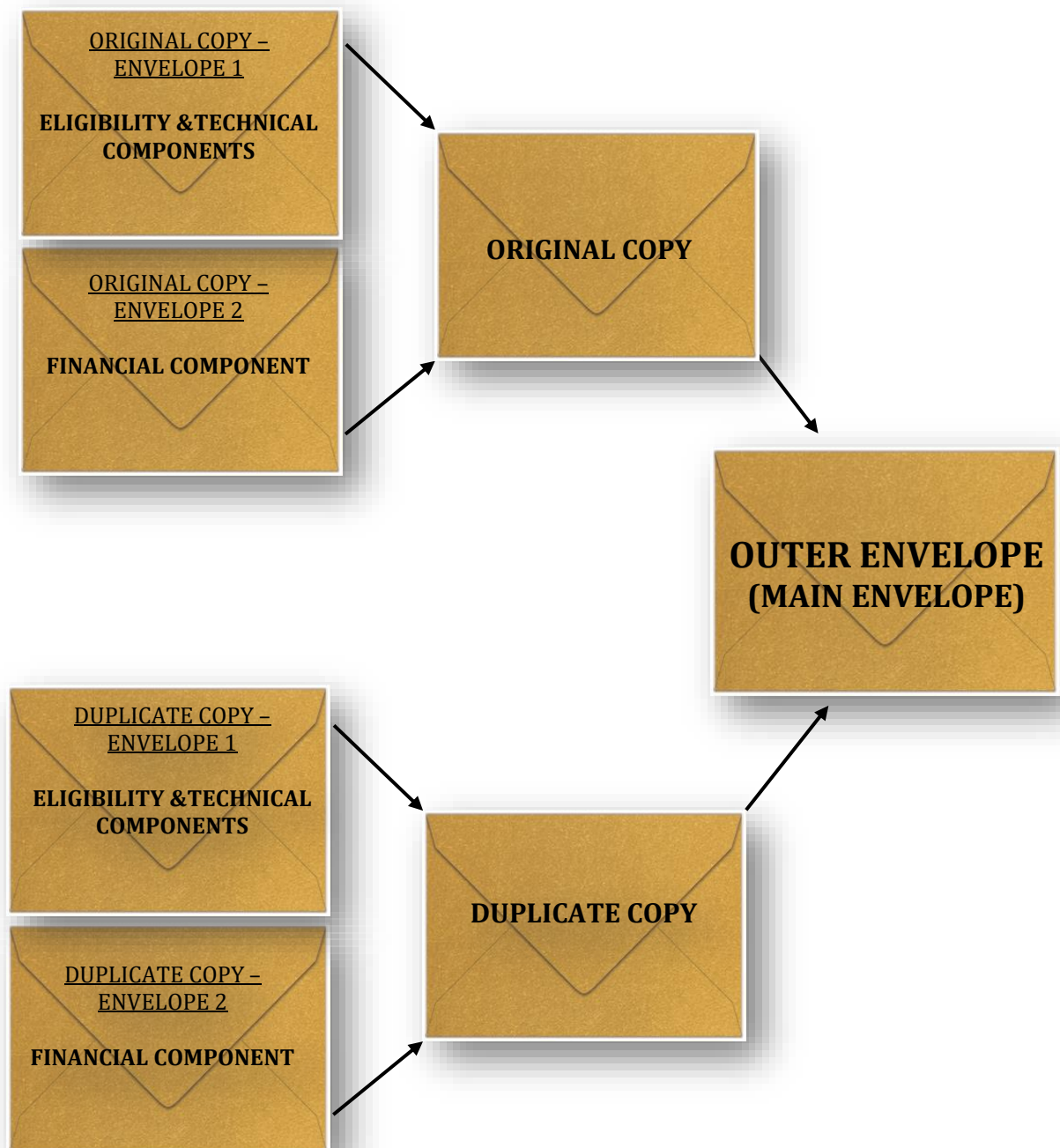
Submitted by : \_\_\_\_\_  
(Printed Name & Signature)

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

## Sample Diagram for Bid Packaging

*Please submit the Eligibility and Technical Components & Financial Components arranged, tabbed/labeled:*

Envelope No.	Documents/Components	No. of copies	Type of Folder
<b>1</b>	ELIGIBILITY AND TECHNICAL COMPONENTS	1 set original copy 1 set duplicate copy	Arc File Folder
<b>2</b>	FINANCIAL COMPONENTS	1 original copy 1 duplicate copy	Soft Folder



# Sealing and Marking of Envelopes

**ALL folders / envelopes** shall be marked in accordance with Section 20.4 of the Instruction to Bidders in the Bidding Documents, which shall contain the following:

- Name of the contract to be bid in **CAPITAL LETTERS**;

**SUPPLY AND DELIVERY OF FOOD STUFFS (BREAD AND BREAD PRODUCTS (FRAMEWORK AGREEMENT)  
under NEGOTIATED PROCUREMENT (TWO-FAILED BIDDINGS,  
SECTION 53.1)**

- Name and address of the prospective bidder in **CAPITAL LETTERS**;
- Be addressed to the Procuring Entity's BAC in accordance with ITB Clause 1.1;
- Bear the specific identification of this bidding process indicated in ITB Clause 1.2;

**BIDS AND AWARDS COMMITTEE (BAC) 1  
UPM – PHILIPPINE GENERAL HOSPITAL  
TAFT AVENUE, MANILA**

**Project Reference No.: BAC1-2022-03-0034**

Bear a warning “**DO NOT OPEN BEFORE...**” the date and time for the opening of bids, in accordance with ITB Clause 18

