



**COURIER SERVICES FOR NATIONAL CAPITAL REGION
NEWBORN SCREENING CENTER-
NATIONAL INSTITUTES OF HEALTH,
INSTITUTE OF HUMAN GENETICS,
UNIVERSITY OF THE PHILIPPINES MANILA**

Prepared by:
UP Manila Procurement Office and BAC2 Secretariat
March 2024

in accordance with
Philippine Bidding Documents (PBD)
Government of the Republic of the Philippines
Sixth Edition July 2020

Table of Contents

Glossary of Acronyms, Terms, and Abbreviations	4
Section I. Invitation to Bid	7
Section II. Instructions to Bidders	10
1. Scope of Bid	11
2. Funding Information	11
3. Bidding Requirements	11
4. Eligible Bidders	11
5. Origin of Goods	12
6. Subcontracts	12
7. Pre-Bid Conference	12
8. Clarification and Amendment of Bidding Documents	12
9. Documents comprising the Bid: Eligibility and Technical Components	12
10. Documents comprising the Bid: Financial Component	13
11. Bid and Payment Currencies	13
12. Bid Security	13
13. Sealing and Marking of Bids	13
14. Deadline for Submission of Bids	14
15. Opening and Preliminary Examination of Bids	14
16. Domestic Preference	14
17. Detailed Evaluation and Comparison of Bids	14
18. Post-Qualification	15
19. Signing of the Contract	15
Section III. Bid Data Sheet	16
Section IV. General Conditions of Contract	18
Section V. Special Conditions of Contract	19
Section VI. Schedule of Requirements	20
Section VII. Terms of Reference	21
Section VIII. Checklist of Technical and Financial Documents	22

Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid



INVITATION TO BID

Courier Services for National Capital Region for Newborn Screening Center- National Institutes of Health, Institute of Human Genetics, University of the Philippines Manila

1. The University of the Philippines Manila, through the **2040101000-184-142** intends to apply the sum of **Twelve Million Six Thousand Two Hundred Fifty Pesos (Php12,006,250.00)** being the Approved Budget for the Contract for one year to payments under the contract ***Courier Services for National Capital Region for Newborn Screening Center-National Institutes of Health, Institute of Human Genetics, University of the Philippines Manila***. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *University of the Philippines Manila* now invites bids for the above Procurement Project. Delivery of the Services is required for **one (1) year**. Bidders should have completed, within the last five years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non- discretionary “pass/fail” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. 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.
5. Prospective Bidders may obtain further information from University of the Philippines Procurement Office, BAC2 Secretariat and inspect the Bidding Documents at the address given below during office days, 8:00 to 4:00 p.m.
6. A complete set of Bidding Documents may be acquired by interested Bidders on **05 March 2024** from the given address and website(s) below The Procuring Entity shall allow the bidder to present its proof of payment for the bidding documents fees amounting to **Fifteen Thousand Pesos. (Php15,000.00)** in person, by facsimile or electronic means (email).
7. The University of the Philippines Manila will hold a Pre-Bid Conference on **12 March 2024 at 1:30p.m.** at Procurement Management Office, 2nd Floor Joaquin Gonzales Compound, Padre Faura St., Ermita Manila. which shall be open to prospective bidders.

8. Bids must be duly received by the Procurement Office through manual submission, on or before **26 March 2024** not later than 1:00p.m. at Procurement Management Office, 2nd Floor Joaquin Gonzales Compound, Padre Faura St., Ermita Manila. Late bids shall not be accepted.
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
10. Bid opening shall be on **26 March 2024, 1:30p.m.** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
11. The University of the Philippines Manila reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

Ms. Melody Jane L. Rojo (Tel. No. 8814-1213)
Mr. Jonald D. Karingal/Joy A. Rodriguez (Tel. No. 8814- 1224)
BAC2 Secretariat, Procurement Management Office,
2nd Floor Joaquin Gonzales Compound,
Padre Faura St., Ermita Manila
(upm-bac2-secretariat@up.edu.ph)
13. You may visit the following websites:
For downloading of Bidding Documents: *PhilGEPS and UP Manila website*

Approved:



FERNANDO B. GARCIA JR., MPA, PhD
Chair, Bids and Awards Committee 2

NOTED:



JOHANNA PATRICIA A. CAÑAL, MD, MHA, MSc
Vice Chancellor for Administration and Finance

Posted at PhilGEPS, UP Manila website Bulletin
Board at the Procurement Management Office
Starting 05 March 2024

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *University of the Philippines Manila*, wishes to receive Bids for the ***Courier Services for National Capital Region for Newborn Screening Center-National Institutes of Health, Institute of Human Genetics, University of the Philippines Manila*** with Project Identification Number **23850**

[Note: The Project Identification Number is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.]

The Procurement Project (referred to herein as “Project”) is composed of *[indicate number of lots or items]*, 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 **2040101000-184-142** in the amount of ***Twelve Million Six Thousand Two Hundred Fifty Pesos (Php12,006,250.00)***
- 2.2. The source of funding is: **2040101000-184-142**

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.

- a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
 - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- b. 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.
- b. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
- c. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements: [*Select either failure or monopoly of bidding based on market research conducted*]
 - i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies*] of the ABC for this Project; and
 - ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

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:

[Select one, delete other/s]

- a. Subcontracting is allowed. The portions of Project and the maximum percentage allowed to be subcontracted are indicated in the **BDS**, which shall not exceed twenty percent (20%) of the contracted Goods.
 - b. Subcontracting is not allowed.
- 7.2. *[If Procuring Entity has determined that subcontracting is allowed during the bidding, state:]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.
- 7.3. *[If subcontracting is allowed during the contract implementation stage, state:]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.
- 7.4. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

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 *[insert if applicable]* and/or through videoconferencing/webcasting } as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the

Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

102. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within five years prior to the deadline for the submission and receipt of bids.
103. 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.
- 11.5. Financial proposals for single or multi-year Framework Agreement shall be submitted before the deadline of submission of bids as prescribed in the **IB**. For multi-year Framework Agreement, evaluation of the financial proposal during this stage is for purposes of determining eligibility and whether or not such financial proposal is within the ABC.

12. Bid Prices

- 21.1 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 the **BDS**.

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 the **BDS**.

12.2. *[Include if Framework Agreement will be used:]* For Framework Agreement, the following should also apply in addition to Clause 12.1:

- a. For a single year Framework Agreement, the prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.
- b. For a multi-year Framework Agreement, the prices quoted by the Bidder during submission of eligibility documents shall be the ceiling and the price quoted during mini-competition must not exceed the initial price offer. The price quoted during call for mini-competition shall be fixed during the Bidder's performance of that Call-off and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.

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:

[Select one, delete the other/s]

- a. Philippine Pesos.
- b. *[indicate currency if procurement involves a foreign-denominated bid as allowed by the Procuring Entity, which shall be tradeable or acceptable by the BSP].*
- c.

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 after the opening of bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non- responsive.

14.3. *[Include if Framework Agreement will be used:]* In the case of Framework Agreement,

other than the grounds for forfeiture under the 2016 revised IRR, the bid security may also be forfeited if the successful bidder fails to sign the Framework Agreement, or fails to furnish the performance security or performance securing declaration. Without prejudice on its forfeiture, bid securities shall be returned only after the posting of performance security or performance securing declaration, as the case may be, by the winning Bidder or compliant Bidders and the signing of the Framework Agreement.

15. Sealing and Marking of Bids

Each Bidder shall submit **(3) *three*** Copies of the first and second components of its bid. **(1) *one*** Original and **(2) *two*** additional copies (***Copy 1 and Copy 2***)

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

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

16. Deadline for Submission of Bids

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

16.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, the submission of bids shall be for the initial evaluation of their technical and financial eligibility. Thereafter, those declared eligible during the said initial eligibility evaluation and entered into a Framework Agreement with the Procuring Entity shall submit anew their best financial offer at the address and on or before the date and time indicated in the Call for each mini-competition.

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.

18.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, determination of margin of preference shall be conducted every call for Mini-Competition.

19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring Entity's 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.

[Include the following options if Framework Agreement will be used:]

- a. In the case of single-year Framework Agreement, the Lowest Calculated Bid shall be determined outright after the detailed evaluation;
 - b. For multi-year Framework Agreement, the determination of the eligibility and the compliance of bidders with the technical and financial aspects of the projects shall be initially made by the BAC, in accordance with Item 7.4.2 of the Guidelines on the Use of Framework Agreement.
- 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 14 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:

[Select one, delete the other/s]

Option 1 – One Project having several items that shall be awarded as one contract.

Option 2 – One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.

Option 3 - One Project having several items, which shall be awarded as separate contracts per item.

[Delete Options 2 and 3 if Framework Agreement will be used.]

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

ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.1 *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HoPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.
- 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, *{[Include if Framework Agreement will be used:] or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant,}* 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**. *{[Include if Framework Agreement will be used:] For every mini-competition in Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification.}*

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**.

[Include the following clauses if Framework Agreement will be used:]

- 21.2. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Framework Agreement Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 21.3. Within ten (10) calendar days from receipt of the Notice to Execute Framework Agreement with the Procuring Entity, the successful Bidder or its duly authorized representative shall formally enter into a Framework Agreement with the procuring entity for an amount of One Peso to be paid to the procuring entity as a consideration for the option granted by the procuring entity to procure the items in the Framework Agreement List when the need arises.
- 21.4. The Procuring Entity shall enter into a Framework Agreement with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 21.5. The following documents shall form part of the Framework Agreement:

- a. Framework Agreement Form;
- b. Bidding Documents;
- c. Call-offs;
- d. Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.*, bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
- e. Performance Security or Performance Securing Declaration, as the case may be;
- f. Notice to Execute Framework Agreement; and
- g. Other contract documents that may be required by existing laws and/or specified 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> <ol style="list-style-type: none"> 1. <i>Provision of domestic courier air freight, sea freight, and land freight services to the general public, such as receiving, transporting, and delivering legitimate materials like documents, parcels, and merchandise.</i> 2. Completed within five (5) years prior to the deadline for the submission and received of bids
7.1	<i>Not applicable</i>
12	<i>Not applicable</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> <ol style="list-style-type: none"> a. The amount of not less than <i>Php240,125.00</i> if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than <i>Php600,312.50</i> if bid security is in Surety Bond.
19.3	<i>Not applicable</i>
20.2	<i>Not applicable</i>
21.2	<p><i>List here any additional contract documents relevant to the Project that may be required by existing law and/or the Procuring Entity: Copy of approved Terms of Reference with Conforme of the authorized representative of the bidder.</i></p>

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

**THE TERMS AND CONDITIONS FOR THE
COURIER SERVICES FOR NATIONAL CAPITAL REGION,
NEWBORN SCREENING CENTER-NATIONAL
INSTITUTES OF HEALTH,
INSTITUTE OF HUMAN GENETICS,
UNIVERSITY OF THE PHILIPPINES MANILA**

Section V. Special Conditions of Contract

NOT APPLICABLE FOR THIS SERVICE CONTRACT

Section VI. Schedule of Requirements

NOT APPLICABLE FOR THIS SERVICE CONTRACT

Section VII. TERMS OF REFERENCE

TERMS OF REFERENCE FOR PROCUREMENT OF COURIER SERVICES

INSTITUTE OF HUMAN GENETICS

TERMS OF REFERENCE FOR PROCUREMENT OF COURIER SERVICES
INSTITUTE OF HUMAN GENETICS
(FOR 2024-2025 BID)

I. Background/Rationale:

The Institute of Human Genetics (IHG) was created during the 1129th meeting of the UP Board of Regents on 25 February 1999 to promote health by understanding the genetic basis of common diseases in the Filipino population through diagnosis and early detection of potentially treatable genetic conditions and implement educational programs that will increase awareness of physicians and the general public on common genetic conditions and their prevention.

The Institute was also created to promote pioneering and socially relevant clinical researches and increase awareness and consciousness of genetic disorders among physicians, scientists and the public. It provides services that will allow definitive diagnosis and early detection of potentially treatable genetic conditions. IHG aims to be the center for excellence in comprehensive, quality genetic services, training and research committed to the improvement of the quality of life of Filipinos.

Today, the IHG houses a clinical genetics unit and five laboratories – Newborn Screening Center-NIH, Cytogenetics Laboratory, Molecular Research and Diagnostic Unit, Biochemical Genetics Laboratory, and the Hemoglobinopathy Reference Unit; all of which are providing both diagnostic and research services with a staff of over 100 consisting of geneticists, physicians, nurses, medical technologists, biochemists, chemists, biologists and administrative support staff.

One of the biggest laboratory needing logistics/courier providers is the Newborn Screening Center- National Institutes of Health (NSC-NIH). It is the first Department of Health (DOH) - accredited newborn screening center in the country providing newborn screening tests for a panel of congenital and metabolic disorders.

The NSC-NIH is a facility equipped with a newborn screening laboratory that complies with the established standards; provides all required laboratory tests; and has a recall /follow up system for newborns with heritable conditions.

Courier Services are important in the implementation of the Newborn Screening Program with regards to delivery/pick up of Newborn Screening kits, dried blood samples, results and reagents.

II. AREA OF COVERAGE

1. Contractor/s must have the ability and qualifications to bid and serve various locations and possible isolated/critical areas in entire NATIONAL CAPITAL REGION. See lot breakdown below.

Lot	Region	*Specific Location/Address	Specific Details
Lot 1	NCR	All barangays (purok/street/poblacion) and critical areas in the 16 cities and 1 municipality	Door to Door for both pick- up and Delivery

- A. **INBOUND** (Newborn Screening blood samples and parcels from the various locations specified in LOT1) going to either/any of the specific location below: (THIS STATEMENT WILL ALREADY COVER FOR THE POSSIBILITY WHEN NBS UNIT HAS TRANSFERRED OR WILL BE IN TRANSITION TO TRANSFER IN NSC-NIH NEW BUILDING IN BETWEEN 2024-2025)

1. **Newborn Screening Center- National Institutes of Health, University of the Philippines Manila with its current address:** Building H, Ground Floor, and Newborn Screening Center- NIH, UP -Ayala Land Techno Hub, Commonwealth, and Quezon City
2. **Institute of Human Genetics- 625 National Institutes of Health Building, Pedro Gil St. Malate, Manila**

- B. **LOCAL OUTBOUND** Results, Parcels, Newborn Screening Kits, and sample collection kits and other IHG laboratories' forms, info materials and other documents.

1. **From:** Institute of Human Genetics located at 625 NIH Bldg. Pedro Gil St. Malate, Manila or from Newborn Screening Center- NIH, UP Ayala Land Technohub, Quezon City

2. **Going to:** Various locations included in LOT1

II. REFERENCE OF WEIGHT PER TRANSACTION

A. Approximate average weight per transaction

Outbound	Kits	More than Kilo
	Samples, padded forms	Less than 1 kilo
	Results	Less than .5 kilo- 1 kilo
	Styro/Boxes, info materials (posters, brochures)	Between- 5 kilos Bulk orders may exceed 5 kilos
Inbound	Dried Blood Samples using NBS Filter Cards	Less than 1 kilo
	Styro/Boxes	Less than 5 Kilos Bulk Transactions may exceed 5 Kilos

B. Minimum measurement of Pouches

1. Small Pouch – 30 cm (length) x 20 cm (width)
2. Large Pouch – 42 cm (length) x 30 cm (width)

III. SERVICE DELIVERY AND COMMITMENT

A. BOOKING SERVICES must be made available through Customer Care Hotlines and Direct Lines provided by the Contractor. At least 2 Customer Hotlines and 4 direct lines are provided for daily booking requests. Booking cut off maybe specified by the contractor to manage the service.

B. ON TIME PICK-UP UPON BOOKING. From Various Client Location to NSC- NIH and SEND OUT from NSC-NIH to Various Client location DELIVERY COMMITMENT (TURN-OVER TIME/LEAD TIME OF TRANSACTION)

LOT/ AREA	Region	Booking to Pick up	Delivery Lead Time
1	NCR	Same day pick up within cut off	1-2 days from pick up date

C. HANDLING, TRANSPORT and DELIVERY including adherence to Data Privacy Act

1. Contractor/s shall observe extraordinary diligence in the handling, and transport of **CLIENT's** shipments. Contractor's accountability and responsibility of the shipment shall continue until the goods or merchandise is received in order and in good condition. Guidelines and Adherence to DATA PRIVACY ACT must be strictly implemented. Thus, POUCHES used for transport must be OPAQUE (not clear, not transparent)
2. Proper storage and safekeeping of packages with blood samples must be kept in warehouses with a maintaining temperature of not higher than 25 Degrees Celsius. Appropriate vehicle must be a 4-wheeler type for OUTBOUND SERVICES from IHG and NSC-NIH must be used for pick- up of packages.
3. Contractor/s should be able to transport samples packed in dry ice or liquid nitrogen *(only for a very limited number of samples from IHG)*
4. Newborn Screening OUTBOUND packages and parcels must be picked up on a regular basis during WORKING DAYS not later than 5:00 PM. **A FULLY COVID-19 VACCINATED /AND OR WITH BOOSTER Checker or a personnel from the Contractor's Hub** must be deployed daily, from Mondays to Fridays at the Newborn Screening Center- NIH at UP Techno hub, QC to process waybills for outbound transactions.
5. **INBOUND packages and parcels must be delivered during WORKING DAYS or WHEN REQUESTED EVEN ON REGULAR HOLIDAYS AND NON - WORKING HOLIDAYS (following the regular rates indicated in the BID) to the Newborn Screening Center Laboratory (UP TECHNOHUB, QC) not later than 9:00 AM.**

V. INSURANCE

Contractor must have stipulated terms on INSURANCE OF PARCELS and COMMODITIES (Insurance Fee of not more than 1% of the total declared value of each parcel/ commodity)

However, CLIENT shall have the option to insure the goods/supplies and **CONTRACTOR** shall not claim any right over the proceeds of the insurance policy secured or obtained by **CLIENT**. All shipments for Domestic and International delivery are insured based on the value declared by **CLIENT** on the domestic waybill.

If no value is indicated, it is understood that the **CLIENT** chose not to insure the package for shipping.

VI. SUBCONTRACTING

In CRITICAL and ISOLATED areas not covered or with Limited Coverage, (NON- SERVICEABLE OR OUT OF DELIVERY AREAs, etc.) **CONTRACTOR/S** MUST SUBCONTRACT IN ORDER TO FULFILL the required services, but this does not relieve the contractor/s of any liability or obligation under this Contract. The **CONTRACTOR/S** will still be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants or workmen as fully as if these were the contractor's own acts, defaults, or negligence, or those of its agents, servants or workmen.

VII. BILLING SPECIFICATIONS

The Contractor/s shall have the ability to send billing statements/invoices with attached transaction WAYBILL. Only one copy of each transaction waybill will be accepted as attachment to the invoice, which must be consistent during the period of the contract in compliance with the regulations of the Commission on Audit (COA). The Proof of Delivery (POD) copy of the waybill (for both inbound and outbound) is the only acceptable and official attachment that can be used as part of the requirement based on actual consumption. Actual consumption maybe less than or more than the amount allocated for one year.

VIII. PAYMENT and CHARGES

1. Contractor/s can provide a discounted rate detailed in a PRICE SCHEDULE
2. Contractor/s must provide a credit limit of Four Million Pesos (**₱4, 000,000.00**) and provide a reasonable extension if client exceeds the credit limit and payment terms of at least 60 - working days upon receipt of the sales invoice.
3. Any disputed bill/invoice shall be deemed void or cannot be claimed if not supported with an official or required original POD copy of transaction waybill. Adjustments on the bill/invoice will be required if prices of each transaction being billed is not in accordance with the agreed and approved Price Schedule/Matrix.

4. Contractor/s must be accountable and amenable to apply DEBIT MEMO (deductions) in line with NEGLIGENCE of COURIER AGENT/S related to LOSS and CONTAMINATION of SAMPLES or results, per blood sample/ per filter card.

IX. BID/ PRICE QUOTATION (SEE SEPARATE MATRIX AS ATTACHED)

1. Contractor/s will be provided by the END USER of an existing DATABASE of Newborn Screening Facilities under **LOT 1**
2. Contractor/s **MUST** be able to **serve** all **Newborn Screening Facilities under LOT 1.**
3. Contractor/s **MUST SERVE** future NSFS and similarly identify and charge END USER accordingly,
4. Contractor/s must be able to provide bid **USING THE MATRIX ATTACHED**
5. Price Quote in NET CHARGES (include VAT and TAXES)
6. Contractor/s acknowledges that it has the full responsibility for the prompt and complete delivery, in good order and condition, of the particular items covered by the waybill and therefore assumes the obligation to devise and adopt the most efficient method and techniques of rendering the Service including cases of HOLIDAYS, emergency and disasters.

X. CONTRACTORS' ELIGIBILITY


1. Contractor/s must be duly licensed Philippine courier company
2. Contractor/s is engaged in the business of providing domestic courier air freight, sea freight and land freight services to the general public, such as receiving, transporting and delivery of legitimate materials like documents, parcels and merchandise.
3. Contractor/s must be able to provide sound track record and years of experience in the business including their financial capacity.

XI. CRITERIA FOR SELECTION OF SERVICE PROVIDER UNDER LOT 1

1. The contract **may be** awarded to only one courier company
2. The ABC and projected number of transactions are for reference purposes only and payment is based on the actual usage and or transactions. Ceiling Amount is also based on the prevailing rates offered to OTHER NSCS and prevailing PUBLISHED RATES. Basis for selection of winning bidder will be the ability of the contractor to provide and adhere to all stipulated requirements in the TERMS OF REFERENCE and the REASONABLE BID PRICE/ QUOTE per category / pouch since actual usage or fix quantity of samples cannot be presented for a One Year Contract.

3. SELECTION OF SERVICE PROVIDER/ CONTRACTOR is BASED on LOWEST PRICE BID FOR THE ENTIRE LOT with all AREAS in LOT 1 are fully covered, in the event there are minimal areas identified OUT OF SERVICEABLE OR NON SERVICEABLE, subcontracting must be an option for the CONTRACTOR.



Prepared By:


MARIA MELANIE LIBERTY B. ALCAUSIN, MD, FPPS
Director
Institute of Human Genetics


Noted By:


EVA MARIA CUTIONGCO-DE LA PAZ, MD, FPPS
Executive Director, National Institutes of Health

Recommending Approval


JOHANNA PATRICIA A. CAÑAL, MD, MHA, MSc
Vice Chancellor for Administration 

Approved By:


MICHAEL L. TEE, MD, MHPED, MBA
Chancellor

Courier Bid Matrix (VAT Inclusive_ for year 2024-2025

LOT	Small/ Medium Pouch	Big Pouch (Large)	Parcel	Small Pouch	Large/ Big Pouch	Parcel >3kgs to 5kgs (OUTBOUND)	Small Pouch	Big Pouch	Parcel	Turn Around Time	**ABC (12,006,250.00)
	Minimum required: 30cm (length)x 20cm (width)	Minimum required Large Pouch 42cm (length)x 30cm (width)	>3kgs – 5kgs in boxes	Estimated number of inbound- blood samples & outbound – Results/ letters	Estimated number of outbound – ENBS kits	Estimated of Outbound Parcel	Estimated costs (Volume x Indicative Ceiling Budget per Transaction)			From Booking to Pick up and Delivery	
National Capital Region	Ceiling Amount P85.00	Ceiling Amount P180.00	Ceiling Amount P275.00	130,600 (small pouches)	4,800 (large/ big pouches)	150 (boxes)					
Bid Proposal											
LOT	Small/ Medium Pouch (Bid amount per pouch)	Big Pouch (Large) (Bid amount per pouch)	Parcel (Bid amount per parcel)	Small Pouch	Large/ Big Pouch	Parcel >3kgs to 5kgs (OUTBOUND)	Small Pouch (Subtotal Bid Amount)	Big Pouch (Subtotal Bid Amount)	Parcel (Subtotal Bid Amount)	Turn Around Time	Total Amount
National Capital Region				130,600 (small pouches)	4,800 (large/ big pouches)	150 (boxes)					

Statement 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

Contract to be bid : _____
 Business Name : _____
 Business Address: _____

Name of Client	a. Owner's Name b. Address c. Telephone Nos.	a. Date Awarded b. Date Started c. Date of Completion d. Contract duration	Title of the Project in the Contract	Nature of Work	Contractor's Role (whether sole contractor, subcontractor, or partner in a JV)		% of Accomplishment		Total Contract Value at Award	Value of Outstandin g Works/ Contract
							Planned	Actual		
<u>Government:</u>					Description	%				
<u>Private:</u>										
									₱	₱

Submitted by : _____
 (Print Name and Signature)
 Designation : _____
 Date : _____

Name of the Procuring Entity
Name of the Project
Location of the Project

Contract Reference Number

Statement identifying the bidder’s single largest completed contract similar to the contract to be bid

Business Name : _____
Business Address : _____

Name of Contract	a. Owner’s Name b. Address c. Telephone Nos.	Nature of Work	Contractor’s Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
<u>Government</u>						
<u>Private</u>						

Note: This statement shall be supported with:

- 1 Contract
- 2 Certificate of Completion
- 3 Certificate of Acceptance and
- 4 Certificate of satisfactory performance

Submitted by : _____
(Printed Name & Signature)
Designation : _____
Date : _____

One of the technical documents required to be in the Eligibility Envelope of a prospective bidder is a list of all contracts which are similar in nature and complexity to the contract to be bid. This statement will show that the value of the prospective bidder’s largest single completed contract, adjusted to current prices using the Philippine Statistics Authority (PSA) consumer price indices available at the G-EPS website, and similar to the contract to be bid, must be at least fifty percent (50%) of the approved budget for the contract to be bid.



UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center
BIDS AND AWARDS COMMITTEE 2 (BAC 2)

Name of the Procuring Entity

Name of the Project

Location of the Project

Statement of the prospective bidder of all its completed government and private contract for the past five (5) years

Business Name : _____

Business Address : _____

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

Submitted by : _____
(Printed Name & Signature)

Designation : _____

Date : _____

Section VIII. Checklist of Technical and Financial Documents



CHECKLIST OF BID DOCUMENTS

DETAILS/DESCRIPTION OF BID DOCUMENTS
ENVELOPE NO. 1 (Eligibility Requirements)
Legal Documents:
<ol style="list-style-type: none">1. Current/ Valid PhilGEPS Registration Certificate (Platinum Membership) with Annex “A” showing the details of the following documents: Registration certificate from Securities and Exchange Commission (SEC) with Articles Incorporation or Cooperative Development Authority (CDA) (whichever is applicable), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document, Valid 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; Current Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR). <p>Note:</p> <ol style="list-style-type: none">a. In case a document in Annex “A” has expired on the bidding date, the bidder shall attach a copy of the renewed/updated document to the PhilGEPS. Otherwise, the submission shall be considered “failed”.
Technical Eligibility Documents:
<ol style="list-style-type: none">1. Statement of all its ongoing government and private contracts, within five (5) years similar in nature and complexity to the contract to be bid, including contracts awarded but not yet started, if any.2. 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. A similar contract refers to Provision of domestic courier air freight, sea freight, and land freight services to the general public, such as receiving, transporting, and delivering legitimate materials like documents, parcels, and merchandise. (Attach the (a) Contract, (b) Certificate of Completion, (c) Certificate of Acceptance), and (d) Certificate of Satisfactory Performance.3. Statement of the prospective bidder of all similar completed government and private contracts for the past five (5) years. (Attach the certificate of satisfactory completion)4. Certified true copy of the official receipt as proof of payment of bid security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; or an Original copy of the Notarized Bid Securing Declaration;5. Conformity with the Terms of Reference (TOR), which may include production/delivery schedule, manpower requirements, and/or aftersales/parts, if applicable; Note: Each page of the TOR must be signed or initialed by the bidder’s authorized representative/s.6. Original duly signed Omnibus Sworn Statement (OSS);7. Authorization or Proof of Appointment of the Bidder’s Authorized Representative/s giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder in the form of 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, whichever is applicable (Attach a government-issued ID of the Affiant);8. UP Questionnaire (notarized)
Technical Documents:
<ol style="list-style-type: none">1. Proof or certificate that the contractor is a duly licensed Philippine courier company.2. Proof or certificate of sound-track record and years of experience in the business including financial capacity.

<i>Financial Documents:</i>
1. 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 (AFS for year 2021 and 2022)
2. 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
3. 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.
<i>Financial Documents</i>
ENVELOPE NO. 2 (<i>Financial Proposal</i>)
1. Original duly signed and accomplished Bid Form
2. Bid Proposal Form (Cost Matrix)

Section IX. STANDARD FORMS

- ***BID FORM***
- ***BID SECURING DECLARATION***
- ***NFCC***
- ***OMNIBUS SWORN STATEMENT***
- ***U.P QUESTIONNAIRE***
- ***QUICK FACT SHEET***

Bid Form

Date: _____
Invitation to Bid1 N°: _____

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

Gentlemen and/or Ladies:

Having examined the Bidding Documents including 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 Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause **Error! Reference source not found.** and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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:²

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
-(if none, state "None")		

2 If ADB, JICA and WB funded projects, use IFB.
Applicable only if the Funding Source is the ADB, JICA or WB.

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 as per **ITB Clause Error! Reference source not found.** of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

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.

Dated this _____ day of _____ 20_____.

[signature] _____

[in the capacity of] _____

Duly authorized to sign Bid for and on behalf of _____

Bid-Securing Declaration

(REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S.S.

X-----X

Invitation to Bid *[Insert reference number]*

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any 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 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 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;
 - c. I am/we are declared as the bidder with the Highest Rated 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'S AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]

Affiant

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

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

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ **until** _____
Roll of Attorneys No. _____
PTR No. __, *[date issued]*, *[place issued]*
IBP No. __, *[date issued]*, *[place issued]*
Doc. No. _____
Page _____ **No.** _____
Book _____ **No.** _____
Series of _____.

**FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK
COMPUTATION OF NET FINANCIAL CONTRACTING CAPACITY (NFCC)**

1. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of schedule of Fixed Assets.

		Year 20 _____
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net worth (1-3)	
6.	Net Working Capital (2-4)	

- (b) The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:
NFCC = [(Current assets – Current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under on- going contracts, including awarded contracts yet to be started coinciding with the contract to be bid. Please show detailed computation including the value of all outstanding / on-going contracts to be deducted from the net working capital)

NFCC = P _____

Or

Commitment from a licensed bank to extend to it a credit line certificate if awarded the contract in the amount of at least 10% of the proposed project to bid.

Name of Bank: _____ Amount: _____

Herewith attached are certified true copies of the income tax return and audited financial statement stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year and the certificate of commitment from a licensed bank to extend a credit line.

Submitted by:

Name of Supplier/Distributor/Manufacturer

Date:

Signature of Authorized Representative

NOTE:

- (i) If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.
2. The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

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]

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 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 project	Reason for suspension / Blacklisting	Status (on-going / lifted)

3. Has your company ever been suspended or Blacklisted by any government agency / Company

YES	NO

If YES, FILL UP THE Table below, Use additional pages if necessary

Name of government Agency / Company	Name of Project	Reason for suspension / Blacklisting	Status (on-going / lifted)

4. Has there been any project of your company In the University of the Philippines that was terminated By Administration

YES	NO

If YES, FILL UP THE TABLE BELOW, Use additional pages if necessary

Constituents University / UP Campus	Name of Project	Reason for termination	Date of termination

5. Do you certify that all documents submitted by Your company and personnel are authentic?

YES	NO

YES	NO

6. Is there any pending cases in a Court or any similar institutions in relation to any Government contract awarded to your company? In relation to practice or profession of any of your personnel?

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

For Company

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

For Personnel

Name of Personnel & Designation	Case Filed	Where Filed	Date Filed	Status (On-going / resolved)	Remarks

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

Name & Signature of Bidder's
Authorized Representative

Official Designation

Company

Date

Suggested Marking (ITB 20) “Mother Envelop”

BIDDER:
Address



Title of Project

THE BIDS AND AWARDS COMMITTEE 2
University of the Philippines Manila
Taft Avenue, Manila



DO NOT OPEN BEFORE _____

Suggested Marking (ITB 20)

ORIGINAL BID

BIDDER:

Address



Title of Project

THE BIDS AND AWARDS COMMITTEE 2
University of the Philippines Manila
Taft Avenue, Manila



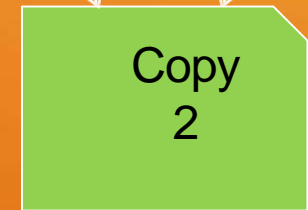
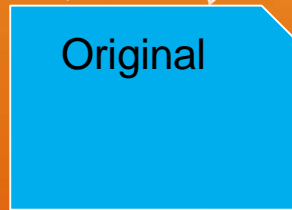
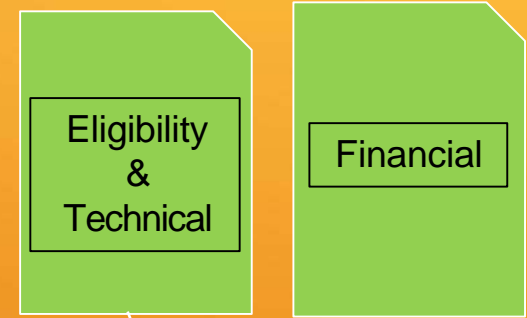
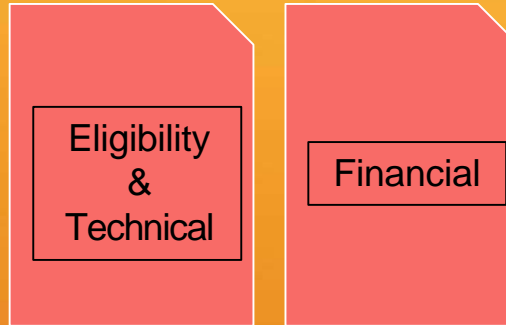
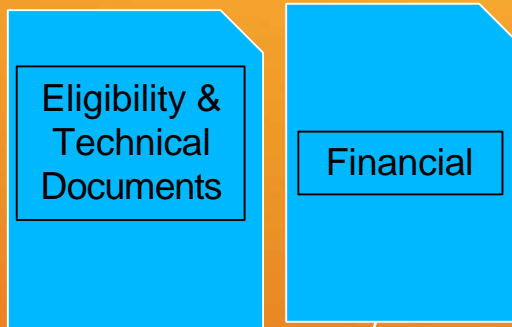
DO NOT OPEN BEFORE _____

PACKAGING

Original

Copy 1

Copy 2





UNIVERSITY OF THE PHILIPPINES MANILA
Procurement Office

QUICK FACT SHEET OF PROSPECTIVE BIDDERS:

PROJECT TITLE: _____

PURCHASE REQUEST NO. _____

BIDDER'S OFFICIAL BUSINESS NAME _____

COMPLETE BUSINESS ADDRESS: _____

OFFICIAL CONTACT DETAILS:

Landline: _____

Cellphone No. _____

Email Address: _____

NAME OF AUTHORIZED/DESIGNATED REPRESENTATIVE: _____

OFFICIAL DESIGNATION IN THE COMPANY: _____

Certified true and correct:

Signature over Printed Name

Designation in the Company

NOTES:

1. Information provided in this fact sheet should be consistent with the details contained in the bidder's legal documents.
2. The certifying officer should be at least the Corporate Secretary who shall execute the Secretary's Certificate of signing authority.
3. A filled-up copy of this sheet shall be sent to the BAC Secretariat when requesting zoom link. Another copy should be placed on top of the original copy of legal documents/eligibility requirements (Envelope 1) of bid documents.

Issued by:

BAC 2/3 Secretariat

Date: _____



UNIVERSITY OF THE PHILIPPINES MANILA
Procurement Office

**GUIDELINES FOR THE CONDUCT OF
BIDS AND AWARDS COMMITTEE MEETINGS USING ONLINE PLATFORMS
(SUCH AS VIDEO CONFERENCING, ZOOM, ETC)**

Background and General Principle

Article III, Section 8 of RA 9184 2016 Implementing Rules and Regulations (IRR) provides that “to promote transparency and efficiency, information and communications technology shall be utilized in the conduct of procurement procedure.”

The Government Procurement Policy Board through its Technical Support Office (TSO) continuously strived for the development of various on-line systems such as PhilGEPS which serves as the primary source of information on all government procurement. Procurement of common-used supplies and equipment can now be done at the Virtual Store of the Procurement Service. Recently, the development of online training platform was hastened due to the physical restrictions brought about by the community quarantine due to the COVID-19 pandemic.

Development of the online system for the submission of bids is ongoing. However, also due to the pandemic, the GPPB-TSO encouraged procuring agencies to develop their own system but in accordance with the guidelines issued by GPPB-TSO to ensure security, integrity and confidentiality of bid documents submitted.

The conduct of meetings with prospective bidders including prebid conference and opening of bids may now be conducted in person or face-to-face through videoconferencing, webcasting or similar technology with the interested suppliers, contractors and consultants.

In UP Manila, specifically the Bids and Awards Committee (BAC1, BAC2 and BAC3) meetings shall be conducted “face to face” using the online platforms. The manner of holding BAC meetings should be announced and described in the Invitation to Bid at the onset of the procurement activities. It should clearly define the guidelines or procedures to be observed by the prospective bidders and other interested contractors, suppliers, or consultants, as follows:

- a. Using the attached Quick Fact Sheet, prospective bidders shall inform the concerned BAC Secretariat of their interest to participate in the prebid conference and opening of bids by sending the name/s of their authorized representative/s and their corresponding email address/es at least, the day before the meeting, to the following email addresses:
BAC 2 : upm-bac2-secretariat@up.edu.ph
BAC 3 : upm-bac3-secretariat@up.edu.ph
- b. The zoom link which shall be provided by the BAC Secretariat to those who signified their intention to attend at least one (1) hour before the scheduled start of the meeting. Only those whose names were submitted to the Secretariat will be allowed access to the meeting room. Zoom link should not be shared to other people.
- c. The prospective bidders/suppliers shall stay initially at the zoom waiting room until the discussion of the item where they intend to participate starts. The host of the meeting from the BAC Secretariat will then let them in to the meeting room just before the discussion of the specific matter they intend to participate.
- d. During discussion, participants shall be requested to put their audio/microphones in “mute” mode, and shall unmute only upon raising their hands and have been given by the presiding officer the permission to speak.
- e. Participants shall open their camera when speaking for proper recognition.
- f. After discussion, all prospective bidders/suppliers for a particular project will courteously be requested to leave the meeting.
- g. Attendance to the zoom meeting should be documented. Likewise, the proceedings/minutes of the meeting should be recorded.

