



National Development Company

**BIDDING DOCUMENTS
FOR THE PUBLIC BIDDING OF THE
PROCUREMENT OF AGENCY
SERVICES FOR THE PROVISION OF
PERSONNEL FOR THE NATIONAL
DEVELOPMENT COMPANY (NDC)**

**PROJECT REFERENCE NO:
MR25-02-026**

**APPROVED BUDGET:
₱ 14,808,830.88**

NDC Building, 116 Tordesillas Street
Salcedo Village, Makati City

**Sixth Edition
July 2020**



Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/

foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid

National Development Company

INVITATION TO BID FOR THE PROCUREMENT OF AGENCY SERVICES FOR THE PROVISION OF PERSONNEL FOR THE NATIONAL DEVELOPMENT COMPANY (NDC)

1. The National Development Company (NDC) through the Approved Corporate Budget for 2025 of the NDC intends to apply the sum of Fourteen Million Eight Hundred Eight Thousand Eight Hundred Thirty Pesos and 88/100 (₱14,808,830.88) being the Approved Budget for the Contract (ABC) to payments under the contract for the PROCUREMENT OF AGENCY SERVICES FOR THE PROVISION OF PERSONNEL FOR THE NATIONAL DEVELOPMENT COMPANY (NDC)/Project Reference No. MR No. 25-02-026. Bids received in excess of the ABC shall be automatically rejected at bid opening.

NDC, through the Approved Corporate Budget for 2025 intends to apply the sum of Fourteen Million Eight Hundred Eight Thousand Eight Hundred Thirty Pesos and 88/100 (₱14,808,830.88) for the PROCUREMENT OF AGENCY SERVICES FOR THE PROVISION OF PERSONNEL FOR THE NATIONAL DEVELOPMENT COMPANY (NDC)/ Project Reference No. MR No. 25-02-026 being the ABC to payments under the contract for each lot/. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

2. NDC now invites bids for the above Procurement Project. Delivery of Agency Services is for one (1) year from receipt of Notice to Proceed. Bidders should have completed, within the past five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. Prospective Bidders may obtain further information from NDC Bids and Awards Committee (BAC) Secretariat and inspect the Bidding Documents at the 7th Floor NDC Building, 116 Tordesillas St., Salcedo Village, Makati City from 8:00 am to 5:00 pm on March 24 to April 11, 2025 and from 8:00 am to 9:00 am on April 14, 2025
5. A complete set of Bidding Documents may be acquired by interested Bidders following the same schedule for the inspection of Bidding Documents from the stated address and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Twenty-Five Thousand Pesos Only

(₱25,000.00) to the NDC Cashier located at the 7th Floor of NDC Building. The method of payment will be cash.

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

6. The NDC will hold a Pre-Bid Conference on April 2, 2025 at 2:00 PM through video conferencing or webcasting via Zoom, which shall be open to prospective bidders.
Zoom Details:
Meeting ID: 971 8207 3344
Passcode: 258122
7. Bids must be duly registered with the BAC Secretariat at the 7th Floor NDC Building, 116 Tordesillas St., Salcedo Village, Makati City, prior to dropping their bids, on or before 10:00 am on April 14, 2025 (7th Floor NDC Clock). **Late bids shall not be accepted.**
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.
9. Bid opening shall be at 11:00 am on April 14, 2025 at ABB Hall, NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity. After the Bid Opening, a detailed evaluation of the financial component of the eligible bid/s shall be conducted to determine the Single or Lowest Calculated Bid (SCB or LCB). Only the bidder with the SCB or LCB shall be notified to submit post-qualification documents within five (5) calendar days from receipt of the notice from the NDC BAC.
10. All particulars relative to the bidding shall be governed by the pertinent provisions and Implementing Rules and Regulations of R. A. 9184.
11. NDC 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:
Johnierey A. Cueto
Head, BAC Secretariat
National Development Company
7th Floor, NDC Building, 116 Tordesillas St.
Tel. Nos.: (02) 8840-4838 to 47 loc. 232
E-mail Address: **jacueto@ndc.gov.ph**
Fax No.: (02) 8840-4862

13. You may visit the following website:

For downloading of Bidding Documents: <https://www.ndc.gov.ph>

March 24, 2025

(originally signed)

AGM LEOPOLDO JOHN F. ACOT
BAC Chairperson

Section II. Instructions to Bidders

Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

1. Scope of Bid

The Procuring Entity, National Development Company (NDC), wishes to receive Bids for the Procurement of Agency Services for the Provision of Personnel for the National Development Company (NDC) with identification number MR25-02-026.

The Procurement Project (referred to herein as “Project”) is composed of One (1) lot of Agency Services, 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 2025 in the amount of Fourteen Million Eight Hundred Eight Thousand Eight Hundred Thirty Pesos and 88/100 (₱14,808,830.88).

2.2. The source of funding is: GOCC and GFIs, the proposed Corporate Operating Budget.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

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

6. Origin of Goods

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

7. Subcontracts

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

8. Pre-Bid Conference

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

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within the past 5 years prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

- a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.
- b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in the **BDS**.

13. Bid and Payment Currencies

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

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until August 12, 2025 (Tuesday). Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

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

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the

case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

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

19.4. The Project shall be awarded as follows:

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

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

20. Post-Qualification

20.1 The BAC shall determine to its satisfaction whether the Bidder that is evaluated as having submitted the Lowest Calculated Bid complies with and is responsive to all the requirements and conditions specified in ITB clauses 5, 12, and 13.

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
1	<p>The Procuring Entity, National Development Company (NDC), wishes to receive Bids for the Procurement of Agency Services for the Provision of Personnel for the National Development Company (NDC) with identification number MR25-02-026.</p> <p>The Procurement Project (referred to herein as “Project”) is composed of One (1) lot of Agency Services, the details of which are described in Section VII (Technical Specifications).</p>
2.1	<p>The funding source is:</p> <p>The Corporate Operating Budget for the year 2025 of NDC in the amount of: <u>Fourteen Million Eight Hundred Eight Thousand Eight Hundred Thirty Pesos and 88/100 (₱14,808,830.88).</u></p>
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> a. Procurement of Agency Services for public and private sectors. b. completed within the past five (5) years prior to the deadline for the submission and receipt of bids.
5.4	<p>The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.</p>
7.1	<p>Subcontracting is not allowed.</p>
8	<p>The Procuring Entity will hold a pre-bid conference for this Project on April 2, 2025 at 2:00 PM through videoconferencing/webcasting via Zoom:</p> <p>Zoom Details:</p> <p>Meeting ID: 971 8207 3344</p> <p>Passcode: 258122</p>
10.1	<p>Pursuant to GPPB Circular 03-2016 dated October 27, 2016:</p> <p>For 12.1(a)(i) the Bidder shall submit a valid PhilGEPS Certificate of Registration of Membership under Platinum category - (Platinum Membership) in lieu of their Class “A” Documents uploaded and maintained current and updated in the PhilGEPS pursuant to Section 8.5.2 of the 2016 Revised IRR of RA 9184.</p> <p>The Bidder shall also submit the Document “Annex A” which forms part of the Certificate of Platinum Membership being submitted.</p>

10.2	<p>Statement of All On-Going 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.</p> <p>Statement of Single Largest Completed Contract (SLCC) similar to the contract to be bid, within the past five (5) years prior to the date of submission and receipt of bids, the value of which must be equivalent to at least fifty percent (50%) of the ABC.</p> <p><u>The Bidder shall attach a certified true copy of the end-user’s acceptance or official receipts or sales invoice issued for the contract.</u></p>
11.1	<p>Include detailed computation of bid using format in Section VIII (Checklist of Technical and Financial Documents) for the Procurement of Agency Services for the Provision of Personnel for the National Development Company (NDC).</p> <p>Bidders must also provide a soft copy of the Detailed Financial Bid in Microsoft Excel format showing the formula used in the computation of the costs. USB containing the <u>soft copy of the detailed financial bid should be enclosed in the Financial Component Envelope.</u></p>
12.1	<p>Bid prices shall be fixed, except for the following:</p> <ol style="list-style-type: none"> 1. increase in minimum daily wage pursuant to law or new wage order; and 2. increase in applicable taxes, if any. <p>Adjustable price quotation shall be treated as non-responsive and shall be rejected.</p>
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 Two Hundred Ninety-Six Thousand One Hundred Seventy-Six Pesos and 61/100 (₱296,176.61) [2% of ABC], 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 Seven Hundred Forty Thousand Four Hundred Forty-One Pesos and 54/100 (₱740,441.54) [5% of ABC] if bid security is in Surety Bond, callable upon demand.
14.2	<p>The bid security shall be valid until August 12, 2025 (Tuesday).</p>
15.0	<p>Each bidder shall submit in one envelope the following:</p> <ol style="list-style-type: none"> a) one (1) Original or Certified True Copy and b) two (2) copies of the first and second components of its bid of the Original Documents. <p>The original copy of the documents which cannot be submitted should be stamped and signed as “Certified True Copy of the Original” by the duly authorized representative of the bidder.</p>

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.
19.2	Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.
19.4	<p>The Project shall be awarded as follows:</p> <ul style="list-style-type: none"> - One Project having several items that shall be awarded as one contract.
20.2	<p>A. 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 LCB, the Bidder shall submit the following documentary requirements:</p> <ol style="list-style-type: none"> 1. Documents listed in "Annex A" of the Certificate of PhilGEPs registration; 2. Latest Income and business tax returns filed and taxes paid through the BIR Electronic Filing and Payments System (eFPS) - within the last six (6) months preceding the date of bid submission; and 3. An undertaking duly signed by an authorized representative and notarized, stating to submit the appropriate licenses and permits as required by law and stated in the BDS such as DOLE Registration and Current Certificate of Compliance to the General Labor Standards. 4. An Undertaking to pay the Agency Services personnel the benefits prescribed by law. <p>B. Certified True Copy signed by the BIR with documentary stamps of Item A.2. above to be submitted within seven (7) calendar days from receipt by the bidder of the notice from the BAC that it submitted the LCB.</p> <p>Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the bidder for award. Provided in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the bid security in accordance with Section 69 of the IRR of RA 9184.</p> <p>C. Additional documents to be submitted during the site inspection:</p> <ul style="list-style-type: none"> - Latest Clearances from the following agencies: <ol style="list-style-type: none"> 1. Social Security System /ECC 2. State Insurance <ol style="list-style-type: none"> a. PhilHealth b. HDMF

21.1	a. List of personnel to be assigned with their complete qualifications and experience data;
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Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

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

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

5. Warranty

5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>“The delivery terms applicable to this Contract are delivered at the Project Sites defined in Section VI. Schedule of Requirements. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is Ms. Emily T. Cariaga - HRMO V</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. f. Other incidental service requirements, as needed. <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>

Spare Parts –

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

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

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

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for the period of this contract.

Packaging –

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

The outer packaging must be clearly marked on at least four (4) sides as follows:

- Name of the Procuring Entity
- Name of the Supplier
- Contract Description
- Final Destination

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

1. Services of agency personnel may include making official travel, rendition of overtime work;
2. Regular working period shall be from Monday to Friday, except on non-working holidays. Service time shall be eight (8) hours everyday. Flexi-time may be allowed but shall not be earlier than 7:30 in the morning and not later than 6:00 in the evening. However, agency personnel shall come to office before 8:30 A.M. in time for the flag raising ceremony. Otherwise, they shall be considered tardy;
3. The rendition of overtime services shall be authorized only when extremely necessary, such as when a particular work or activity cannot be completed with the regular work hours, and that non-completion thereof will:
 - a) Cause financial loss to the agency;
 - b) Put the name and/or credibility of the agency in question due to its inability to meet its commitments;
 - c) Negate the purposes for which the work or activity was conceived;
 - d) Negatively affect the provision of support services to internal clients or the provision of services to intended beneficiaries.
4. Overtime service earlier than 8:00 A.M on Saturdays, Sundays holidays, special non-working days shall not be allowed. However, OT services before 8:00 A.M. may be allowed during critical and emergency situations. The period 12:00 noon to 1:00 p.m. is considered non-working hour for the purpose of payment of OT.
5. Agency personnel who incurred accumulated absences, tardiness and undertimes for at least two (2) times in a week shall not be authorized to render OT services on their rest day and non-working holidays. This is to ensure that Agency personnel are not rendering OT services for the primary reason to finish their backlog due to their absences, tardiness or undertimes on regular day.
6. Agency personnel shall be allowed to rendered with monetary compensations, provided that at least two (2) hours of OT Services during regular days. Only a minimum of four (4) hours and a maximum of eight (8) hours of overtime services on a rest day and non-working holidays shall be compensated through Overtime Pay.
7. Agency personnel are not authorized to render overtime during travel status either in relation to official duties or participation to seminars/trainings, conferences, workshop, Fun run activities, and the likes.
8. The overtime period of the drivers and immediate staff of officials, may keep the same official work hours as of their, which are beyond eight (8) work hours or the prescribed work hours in a work day, and or rest day as scheduled day off, holidays and special non-working days;

	<p>9. Agency personnel shall perform duties and responsibilities stated in item II;</p> <p>10. Agency personnel shall perform other work-related duties/tasks that may be assigned by the superior official/officer from time to time;</p> <p>11. Contractor shall provide four (4) sets of prescribed uniform for the Driver Mechanic personnel of the agency and is liable for all the losses and damages on property and facilities of NDC, which may be caused through the fault or negligence of the personnel assigned to NDC;</p> <p>12. Comprehensive General Liabilities Insurance must be provided by the contractor for all positions;</p> <p>13. NDC may increase or decrease the number of personnel within the contract duration;</p> <p>14. The NDC has the option to recommend the personnel to be assigned;</p> <p>15. For the given scope of work in this Contract as awarded, all bid prices are considered Fixed prices, and therefore not subject to price escalation during contract implementation, except</p> <ul style="list-style-type: none"> (a) increase in minimum daily wage pursuant to law or new wage order; (b) approval and implementation of new salary standardization law; (c) increase in applicable taxes; (d) approval of the 2025 Budget by the Board of Directors. <p>16. In the event that NDC requires additional contracted service personnel for its other properties/subsidiaries, same rates/fees and terms/conditions shall apply.</p>
4	No further instructions.

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

1. Deployment Details:

Item Number	Description	No. of Pax	Total	Delivered, Weeks/Months
I.	a) Acquired Assets Officer V b) Acquired Assets Officer IV c) Accounting Specialist II d) Supervising Engineer A e) Financial / Account Specialist f) Administrative Services Officer II (HR Officer) g) Human Resource Assistant A h) Administrative Services Assistant A (Secretary III) i) Administrative Services Assistant A (BAC-Secretariat) j) Administrative Services Officer II k) Administrative Officer II l) Accounts Management Assistant II m) Driver - Mechanic III n) Motorized Messenger	1 1 1 1 1 2 1 3 1 5 1 1 12 1	32	Twelve (12) months - Forty (40) hours of service a week - Five (5) days a week (Monday – Friday)
II	Services of 20 Personnel and 12 Drivers on regular working period, except on non-working holidays.			Monday – Friday - Eight (8) hours of service a day (Flexi-time may be allowed but shall not be earlier than 7:30 a.m. and not later than 6:00 p.m.)
III	Services of agency personnel may include making official travel and rendition of overtime work.			As need arises.

I shall comply with and deliver, within the period specified, all the above requirements upon receipt of Notice to Proceed.

Name of Company/Bidder

Signature over Printed Name of Bidder

Date

Section VII. Technical Specifications

Technical Specifications

Item	Specification	Statement of Compliance
1	Minimum Qualifications:	
	1) <u>Acquired Asset Officer V (AMG)</u> Minimum Qualifications Education: Bachelor's degree relevant to the job	<p><i>Bidder must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.</i></p>

	<p>Experience: Three (3) years of relevant experience</p> <p>Competency: Computer literate (MS Word, Excel, Powerpoint) with 16 hours of relevant trainings</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ● Assists in the development of identified NDC business/investment activity and the establishment of the NDC subsidiary for the purpose, as necessary; ● Assists in the evaluation and monitoring of NDC's exposure in its subsidiary/ies relative to loans, equity investment, guarantees, collaterals and asset management; ● Consolidates documents for properties that are not yet registered in NDC's name, and undertakes the necessary procedures for such registration and transfer of title in favor of NDC; and ● Performed other tasks that may be assigned from time to time. <p>2) <u>Acquired Asset Officer IV (AMG)</u></p> <p>Minimum Qualifications</p> <p>Education : Bachelor's degree relevant to the job</p> <p>Experience : Two (2) years of relevant experience</p>	
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	<p>Competency : Computer literate (MS Word, Excel, Powerpoint) with eight hours of relevant trainings</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ● Consolidate documentary requirements of prospective lessee of NDC properties as stated in the SOI of the AMG; ● Update contract monitoring information based on prescribed form; ● Encode in the NDC DMS all contracts entered into by NDC concerning NDC real properties; ● Handle documentation of CARP receivables; ● Prepares matrix of Contracts of Lease which summarizes the terms and conditions of the lease i.e. as leased term, lease rentals, monthly dues, post-dated checks, escalations and payment of reality taxes of the Lessees, for monitoring purposes; ● Coordinates with Finance/Treasury Group on the implementation of the escalation, payment of rentals and RPT and issuance of PDCs; ● Monitors contract/s to expire for the current year; ● Scans newly executed lease contracts for uploading to KMIS; 	
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	<ul style="list-style-type: none"> ● Obtains statement of tax and other dues from concerned Municipal/Cities; ● Prepares request for payment of real estate property taxes of the NDC properties and monitors realty payment of properties; ● Consolidates the Workgroup Project Procurement Management Plan and Procurement Monitoring Report; ● Consolidates and prepares matrix of all appraisal report of NDC properties; ● Assigned as account officer for the documentation of CARP-receivables covering NDC's land in Tupi & Polomolok, South Cotabato; ● Completion of documentation of 525 titles pending in LBP, Manila amounting P32M; ● Coordinate with DAR-Municipal Agrarian Reform Officers in Tupi & Polomok, South Cotabato to identify other NDC lots covered by CARP, still on process with DAR and LBP; ● Provides technical and administrative support to AMG, as necessary; and ● Performed other work-related tasks that may be assigned from time to time. 	
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<p>3) <u>Accounting Specialist II</u> <u>(Accounting Unit)</u></p> <p>Minimum Qualifications</p> <p>Education : Bachelor's degree relevant to the job</p> <p>Experience : One (1) year relevant experience</p> <p>Competency : Computer literate (MS Word, Excel, Powerpoint) Knowledge in General Accounting</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ● Prepare receipts with corresponding deposit entries; ● Prepare Monthly Aging of receivables; ● Monitor lessees' accounts (Statement of account - rentals and miscellaneous charges) ● Assist in the preparation of alphalist for BIR returns; ● Prepare monthly and year-end journal voucher entries (assets); ● Assist in the preparation of withholding taxes and VAT Returns; ● Monitor Tax Certificates from leases/payors; ● Assist in the reconciliation of accounts (receivables, cash and various accounts); 	
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	<ul style="list-style-type: none"> ● Prepare schedule of payments and collections to support monthly billing invoices for various lessees; ● Monitoring of various asset accounts (property, plant, and equipment) and ● Perform other related tasks that may be assigned from time to time. <p>4) <u>Supervising Engineer A (Admin. Unit)</u></p> <p>Minimum Qualifications</p> <p>Education : Bachelor's degree relevant to the job (B.S. Civil Engineering, Mechanical Engineering, Electrical Engineering)</p> <p>Experience : At least two (2) years relevant work experience</p> <p>Eligibility : R.A. 1080</p> <p>Competency : General electrical works, plumbing, fire and security system</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ● Responsible for the day-to-day operation and maintenance of the electrical, plumbing, lightning, fire protection and security system; ● Assist in the preparation and implementation of a building maintenance program; ● Oversee the execution of minor building maintenance and repair works conducted in-house; 	
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	<ul style="list-style-type: none"> ● Oversee the execution of outsourced major building maintenance and repair works; ● Address tenants' concerns in a timely manner; ● Ensure compliance to the requirements of the Makati City Hall Building Official and other regulatory agencies; and ● Perform other tasks as may be assigned from time to time. <p>5) <u>Financial / Accounts Specialist II (Accounting Unit)</u></p> <p>Minimum Qualifications</p> <p>Education : Bachelor's degree relevant to the job</p> <p>Experience : One (1) year relevant experience</p> <p>Competency : Computer literate (MS Word, Excel, Powerpoint) Knowledge in General Accounting</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ● Provides General administrative support to the Assistant General Manager of FSG and Staff; ● Performs variety of duties such as research, reporting and preparation of agenda and/ or documents for the unit; ● Prepare disbursement vouchers; ● Prepare monthly and year-end journal entries (payables); 	
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	<ul style="list-style-type: none"> ● Assist in the reconciliation of accounts (payables and expense accounts); ● Monthly monitoring of payables and expense accounts; ● Reconciliation and documentation of dormant (receivables) accounts; ● Reconciliation of investment and other asset accounts; and ● Perform other related tasks that may be assigned from time to time. <p>6) <u>Administrative Services Officer II (HR Officer) – (HR Unit)</u></p> <p>Minimum Qualifications</p> <p>Education: Bachelor’s degree relevant to the job (Psychology, HRM Office Administration or HR related course)</p> <p>Experience: At least one (1) year experience in HR/ personnel work</p> <p>Competency: Computer literate (MS Word, Excel, Powerpoint) Background on customer service operations Trustworthy, telephone etiquette</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ● Assist in the implementation of the Human Resource Development program of NDC; ● Assists in the facilitation and documentation of various HR activities involving recruitment, 	
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	<p>training and career development and employee welfare program;</p> <ul style="list-style-type: none"> ● Assists in the implementation of Gender and Development Programs of NDC; ● Generates and computes Daily Time Record of NDC Employees; ● Consolidates and package PSB results of deliberation; ● Monitors and updates Employee Database; ● Monitors and updates Applicants Database in compliance to Prime HRM; ● Updates and encodes updated employee information to HRMIS; ● Conducts sorting, filing and inventory of all records and files including updating of 201 files in compliance to Prime HRM; and ● Perform other related tasks that may be assigned from time to time. <p>7) <u>Human Resources Assistant</u> <u>A- (HR Unit)</u></p> <p>Minimum Qualifications</p> <p>Education: At least completion of two (2) years studies in college.</p> <p>Experience: Two (2) years of relevant experience</p> <p>Competency: Computer literate (MS Word, Excel, Powerpoint) Background on customer service operations,</p>	
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	<p>trustworthy, telephone etiquette.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ● Assist in the implementation of the Human Resource Development program of NDC; ● Assists in the facilitation and documentation of various HR activities involving recruitment, training and career development and employee welfare program; ● Assists in the implementation of Gender and Development Programs of NDC; ● Generates and computes Daily Time Record of NDC Employees; ● Monitors and updates Employee Database; ● Conducts sorting, filing and inventory of all records and files including updating of 201 files in compliance to Prime HRM; and ● Perform other related tasks that may be assigned from time to time. <p>8) <u>Administrative Services Assistant A (Secretary III – Corporate Support Group, Legal department and Finance and Subsidiaries Group)</u></p> <p>Minimum Qualifications</p> <p>Education : College graduate</p>	
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	<p>Experience :With one (1) year experience in office work</p> <p>Competency: Computer literate (MS Word, Excel, Powerpoint) Background on customer service operations Trustworthy, telephone etiquette</p> <p>Duties and Responsibilities</p> <p><i>Corporate Support Group</i></p> <ul style="list-style-type: none"> ● Monitor incoming and outgoing communications, place calls, interview screen and refer callers within the bounds of her authority; ● Handle and sort official mails; ● Maintain a filing system for all records and documents o Corporate Support Group; ● Collect and deliver inter-office correspondence, documents, packages, office supplies and other materials; ● Arrange official housekeeping duties and courtesy errands; ● Prepare all documents needed for the meeting (FAD Operational Review, MANCOM, etc.) ● Prepares minutes of the meetings as needed, takes note of discussions during meetings; ● Conducts simple researches needed and confers with other staff in the preparation of official 	
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	<p>communication, reports and directives, etc.; and</p> <ul style="list-style-type: none"> ● Perform other related tasks that may be assigned from time to time. <p><i>Legal Department</i></p> <ul style="list-style-type: none"> ● File and reproduce documents of the Legal Department and safeguard the confidentiality thereof; ● Monitor, record, and manage the flow of documents, pleadings and mails of the Legal Department; ● Assist in setting up the needed office equipment for scheduled meetings; ● Assist in the conduct of Board meetings and preparation of Board papers of NDC and its Subsidiaries; ● Provide research information needed by the Legal Department; ● Prepare presentation materials for meetings, as needed; and ● Performed other tasks that may be assigned from time to time. <p><i>Finance and Subsidiaries Group</i></p> <ul style="list-style-type: none"> ● Monitor incoming and outgoing communications, place calls, interview screen and refer callers within the bounds of her authority; ● Handle and sort official mails; ● Maintain a filing system for all records and documents pertaining to the FAD Manager; ● Collect and deliver inter-office correspondence, documents, 	
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	<p>packages, office supplies and other materials;</p> <ul style="list-style-type: none"> ● Arrange official housekeeping duties and courtesy errands; ● Prepare all documents needed for the meeting (FAD Operational Review, MANCOM, etc.) ● Prepares minutes of the meetings as needed, takes note of discussions during meetings; ● Conducts simple researches needed and confers with other staff in the preparation of official communication, reports and directives, etc.; and ● Perform other related tasks that may be assigned from time to time. <p>9) <u>Administrative Services Officer II (Admin Staff) – (Admin. Unit)</u></p> <p>Minimum Qualifications</p> <p>Education : Bachelor’s degree relevant to the job</p> <p>Experience : Two (2) years of relevant experience</p> <p>Competency : Computer literate (MS Word, Excel, Powerpoint) Background on customer service operations Trustworthy, telephone etiquette</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ● Assist in the preparation (typing) of Job Order (JO), Purchase Order (PO) and 	
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	<p>Receiving Report (RR), including transmittal of PO and JO copies to Commission on Audit (COA);</p> <ul style="list-style-type: none"> ● Prepare Request for Payment, including the preparation of relevant supporting Documents; ● Procurement of pantry supplies, supplies for vehicle maintenance and cell cards for NDC Employees; ● Assist in sourcing suppliers for the various procurement requirements of NDC; ● Assist in the coordination with the various suppliers for the delivery of various goods/services for NDC; ● File and organize Admin records; ● Monitor the movement of files (boxes) stored and returned to Lane Archive Technologies; Monitor Office & Pantry Supplies; ● Identify the record series for the NDC documents Identified for disposal; ● Prepare monthly Summary of Gasoline Consumption; monthly electricity and meter consumption of tenants to be used as basis for billing; ● Follow up suppliers on the delivery of goods and services; 	
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	<ul style="list-style-type: none"> ● Coordinate with suppliers re: Corporate giveaways, Office Supplies and other concerns; ● Schedule delivery of drinking water; pest control services; and ● Performs other related tasks that may be assigned from time to time. <p><u>Administrative Services Officer II (Record Management Analyst) – (Admin. Unit)</u></p> <p>Minimum Qualifications</p> <p>Education: Bachelor's degree relevant to the job</p> <p>Experience : At least two (2) years relevant experience</p> <p>Competency: Computer literate (MS Word, Excel, Powerpoint) Background on customer service operations Trustworthy, telephone etiquette</p> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> ● Conducts inventory of files and prepares an updated list; ● Provide assistance in the physical sorting of document and records; ● Assist in locating requested files and ensure the return in its proper location; ● Maintain filing system and monitor the movement of and records; 	
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<ul style="list-style-type: none"> ● Digitize important records of NDC; and ● Perform other tasks as may be assigned from time to time. <p><u>Administrative Officer I (Building Maintenance Staff) – (Admin. Unit)</u></p> <p>Minimum Qualifications</p> <p>Education : Completion of two (2) years studies in college or vocational course related to the job</p> <p>Experience : Two (2) years of relevant experience</p> <p>Competency : Knowledge on Maintenance and simple repairs of Mechanical and Electrical facilities, Trustworthy</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ● Orient and conduct hands-on-training for outsourced maintenance personnel; ● Maintain the following mechanical and electrical facilities of NDC; ● Generator unit and Powerhouse (Electronic Room); ● Air handling Unit (AHU) & Airconditioning Unit (ACU); ● Fire pump and Booster pump motor; ● Private automatic branch exchange (PABX); ● Fire alarm control system; and ● Perform other related tasks that may be assigned from time to time. 	
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	<p>10) <u>Administrative Services Officer II – (OGM)</u></p> <p>Minimum Qualifications</p> <p>Education : Bachelor’s degree relevant to the job</p> <p>Experience : At least two (2) years relevant experience</p> <p>Competency : Computer literate (MS Word, Excel, Powerpoint) Background on customer service operations Trustworthy, training on telephone etiquette</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ● Assist the OGM in the daily operations, including office supplies management, effective use and maintenance of office equipment and ensure well-organized work environment; ● Maintain and keep accurate records, files, and databases, and proper documentation of important consequences, reports, and other materials; ● Facilitate effective communication/coordination within the organization by handling incoming and outgoing communications/documents in a professional and timely manner, including emails, phone calls and other forms of communication; ● Assist the OGM in the scheduling of meetings, appointments, and events; 	
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	<ul style="list-style-type: none"> ● Coordinate logistics for meetings, workshops, and conferences; ● Draft, edit, and proofread various types of written communications, including memos, reports, and official correspondence; ● Assist in data entry, data analysis, and the preparation of reports, presentations and spreadsheets as required; ● Perform a variety of duties such as research, investigation, reporting, preparation of agenda or official documents; and ● Performs other related tasks that may be assigned from time to time. <p>11) <u>Administrative Services Assistant A (BAC Secretariat Staff) - (Admin. Unit)</u></p> <p>Minimum Qualifications</p> <p>Education : Bachelor’s degree relevant to the job</p> <p>Experience : One (1) year of relevant experience</p> <p>Competency : Computer literate (MS Word, Excel, powerpoint) Background on customer service operations Trustworthy, training on telephone etiquette</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ● Assist in the maintenance and safekeeping of all procurement records and proceedings; 	
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	<ul style="list-style-type: none"> ● Assist in the preparation of reportorial requirement; ● Assist in the safekeeping and consolidation of the various Project Procurement Management Plan (PPMP); ● Assist in the numbering and Control of Materials Requisition for the items that are included in the Approved Procurement Plan (APP); and ● Performs other related tasks that may be assigned from time to time. <p>12) <u>Accounts Management Assistant II (Encoder-Accounting Unit)</u></p> <p>Minimum Qualifications</p> <p>Education : Completion of two (2) years studies in college or vocational course related to the job</p> <p>Experience : One (1) year of relevant experience</p> <p>Competency : Computer literate (MS Word, Excel, PowerPoint) Background on customer service operations, Trustworthy, telephone etiquette</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ● Encoding/Updating of monthly JVs, CVs, OR Entries, Deposit Slip Entries in the FMS (local and test); ● Printing of monthly financial reports and schedules from FMS; ● In-charge of the transmittal of monthly Journal Vouchers (JVs), 	
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	<p>Check Vouchers (CVs) and Financial Reports to COA;</p> <ul style="list-style-type: none"> ● Maintain filing of accounting records; and ● Performs other related tasks that may be assigned from time to time. <p>13) <u>Motorized Messenger</u></p> <p>Minimum Qualifications</p> <p>Education : At least High School Graduate</p> <p>Experience : At least one (2) year experience as messenger/courier</p> <p>Competency : Background on customer service operations, trustworthy, telephone etiquette</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> ● Deliver and receive all official communications of NDC on a required schedule; ● Provide the motorcycle unit to be used in performing messengerial duties. ● Accordingly, the agency shall provide to the motorized messenger the amount of P5,550.00 monthly to cover fuel and maintenance costs; ● Ensure timely renewal of LTO Registration of the motorcycle unit used in performing messengerial duties and; 	
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	<ul style="list-style-type: none"> • Performs other related tasks that may be assigned from time to time. <p>14) <u>Administrative Aide V (Chauffer I)</u></p> <p>Minimum Qualifications</p> <p>Education : At least high school graduate</p> <p>Experience : 2 years of relevant experience</p> <p>Eligibility : Driver's License</p> <p>Others : Familiar with Metro Manila area and nearby provinces, mentally and physically fit.</p> <p>Duties and Responsibilities</p> <ul style="list-style-type: none"> • Drive NDC's service vehicles for authorized executives and employees on official business transactions; • Carry out the maintenance and upkeep of the assigned vehicle; • Conduct periodic check-up of the vehicle and undertake minor troubleshooting as needed; • Make the necessary records of trips indicating the destination, purpose of trip, name of passenger, time of departure and arrival, etc. Make sure to get the signature of the passenger/s after every trip; 	
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	<ul style="list-style-type: none"> ● Immediately report in writing any accident or damage to property; and ● Perform other work-related tasks that may be assigned from time to time. 	
II	The required personnel shall perform duties and responsibilities stated in Item I.	
III	The required personnel shall perform other work-related duties/tasks that may be assigned by the superior official/officer from time to time.	
IV	The winning bidder shall provide Comprehensive General Liabilities Insurance for all positions.	
V	The winning bidder shall submit to NDC the bio-data as well as the summary of qualifications of its candidates for evaluation. NDC reserves the right to approve the selection of the personnel assigned to NDC prior to actual assignment. NDC may recommend to the winning Bidder the personnel to be assigned to NDC and the winning bidder shall absorb those personnel recommended by NDC, provided that they meet the qualification standards of the winning Bidder. However, the rates as proposed by the winning bidder shall prevail. Similarly, the winning bidder shall provide NDC with the result of psychological and medical examinations (includes Hepa B, TB, Drug Test which shall be conducted once a year) and the current NBI clearance of all its personnel to be assigned in NDC. Further, provide NDC with a summary of the qualification of personnel to be assigned to NDC.	
VI	The winning bidder shall submit to NDC certificate of trainings of the above personnel, if applicable, and insurance coverage for accidents and/or related coverage that would benefit assigned personnel at NDC.	

	Trainings of these personnel shall be conducted at least once a year.	
VII	Pay the salaries of personnel in accordance with existing legal rates and overtime rendered by the personnel, provided it has the approval of the authorized representative of NDC.	
VIII	Provide immediate replacement of their personnel who cannot report for work due to unforeseen events, scheduled leave, or has been suspended due to a reasonable cause.	
IX	Replace any personnel within seventy-two (72) hours upon request by NDC in writing due to, but not limited to, unsatisfactory performance.	
X	Ensure that all personnel shall follow the policies and procedures, which NDC may, from time to time, will issue.	
XI	Comply with the provisions of all pertinent laws such as, but not limited to, the Labor Code, latest DOLE Department Orders, 13 th Month Pay, Minimum Wage Law, Philhealth, Social Security Law and the Employees Compensation Act. It is understood that the winning bidder is an independent contractor and therefore, there is no employer-employee relationship between NDC on one hand, and the personnel on the other.	
XII	<p>The winning bidder shall be liable for the following:</p> <p>a. any loss, theft, robbery, pilferage, damage or injury to life and/or property caused by the bidder and/or any of the bidder's personnel; and</p> <p>b. any loss, theft, robbery, pilferage, damage or injury to life and/or property caused by the negligence, omission or contributory act of the bidder and/or any of the bidder's personnel.</p>	

	<p>Replacement/payment of the lost item by the winning bidder shall be made within thirty (30) days upon establishment of the liability of the winning bidder and/or his personnel.</p> <p>Hold NDC free and harmless from the following:</p> <ol style="list-style-type: none"> a. any claim(s) arising out of personal injury, death, or for damages caused by the personnel; and b. any claim(s) for unpaid wages or benefit claimed by winning bidder’s personnel. <p>In the event NDC is held liable for any claims due to the failure of the winning bidder to act immediately on any of the above claims for which the winning bidder is liable, NDC shall be entitled to deduct any and all amount that it may have been called upon to pay from monthly service fees due to the winning bidder.</p>	
XIII	Technical Parameters	
	<p>A. Stability</p> <ol style="list-style-type: none"> 1. Years of Experience: <p>At least five (5) years in the business of agency services on the provision of personnel;</p> 2. Liquidity of the Contractor: <p>At least equivalent to P7,000,000.00 (current assets minus current liabilities based on the Balance sheet as of December 31, 2023);</p> 3. Organizational set-up: <ul style="list-style-type: none"> - With good office set-up preferably with a presentable/ permanent office structures located in a commercial area, personnel, and office tools and equipment. - Provide their list of officers and organizational structure. 	

	<p>B. Resources</p> <p>No. of Personnel: With at least 60 Personnel.</p>	
	<p>Services to be performed</p> <p>Routine operation of the required personnel as stated in the required duties and responsibilities of every position.</p>	

Note: The Bidder shall not only state its Statements of “Comply” or “Not Comply”, but also provide corresponding supporting evidence in the following items:

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) 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;
The Bidder shall attach a certified true copy of the end-user's acceptance or official receipts or sales invoice issued for the contract. and
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) 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

- (g) 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

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

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

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

- (k) *[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.
- (l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

This checklist serves only as a guide to the bidders. It is still the responsibility of each bidder to make sure it complies with the requirements.

Bidding Forms

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Bid Form for the Procurement of Goods
[shall be submitted with the Bid]

BID FORM

Date : _____
Project Identification No. : _____

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

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

If our Bid is accepted, we undertake:

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

[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 Amount and Purpose of
of agent Currency 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: _____

**Detailed Financial Bid for the Procurement of Agency Services for the
Provision of Personnel for the National Development Company**

Particulars	Acquired Assets Officer V	Acquired Assets Officer IV	Accounting Specialist II	Supervising Engineer A	Financial / Account Specialist	Administrative Services Officer II (HR Officer)	Human Resource Assistant A	Administrative Services Assistant A (Secretary III)	Administrative Services Assistant A (BAC-Secretariat)	Administrative Services Officer II	Administrative Officer II	Accounts Management Assistant II	Driver - Mechanic III	Motorized Messenger
Minimum Monthly Rate	51,916.25	41,389.25	36,159.00	40,637.00	31,292.00	27,503.00	17,217.00	25,003.00	25,003.00	27,166.00	27,755.00	22,892.00	19,054.00	19,054.00
No. of Applicable Workdays/Year														
261 days for Monday to Friday	Mon-Fri	Mon-Fri	Mon-Fri	Mon-Fri	Mon-Fri	Mon-Fri	Mon-Fri	Mon-Fri	Mon-Fri	Mon-Fri	Mon-Fri	Mon-Fri	Mon-Fri	
40 Hours of service a week														
No. of Hours of Daily Duty	8	8	8	8	8	8	8	8	8	8	8	8	8	
Amount Payable to the Personnel / Month														
(a) Basic Pay														

(b) Vacation/Sick Leave Benefits														
(c) 13th Month Pay														
(d) SUBTOTAL														
Amount Due to the Gov't. in favor of the Personnel / Month														
(e) Pag-IBIG Contribution														
(f) SSS Contribution														
(g) PhilHealth Premium														
(h) ECC														
(i) SUBTOTAL														
(j) TOTAL (d) + (i)														
(k) Administrative Cost (not lower than 10% per DO18-A)														
(l) TOTAL MONTHLY COST														

BEFORE VAT (k) + (j)														
(m) Add: Value Added Tax - 12%														
(n) TOTAL MONTHLY COST PER PERSONNEL (l) + (m)														
(o) NO. OF PERSONNEL (24)	1	1	1	1	1	1	1	3	2	1	1	1	9	
(p) TOTAL MONTHLY COST PER NO. OF PERSONNEL (o) x (n)														
(q) ANNUAL COST (p) x 12 months														

TOTAL : PESOS _____ . (Php _____)		
	(AMOUNT IN WORDS)	

- NOTE:**
1. Basic Pay per position (261 days/annum)
 2. Employee wages and benefits must be in accordance with the Philippine Labor Laws and existing social insurance issuances (SSS, Pag-IBIG, PhilHealth, etc.)

Submitted by:

(Company Name)

(Name and Signature of Bidder / Authorized Representative)

(Designation)

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 ID No. _____ Page ___ of ___

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

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Contract Agreement Form for the Procurement of Goods (Revised)
[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT AGREEMENT

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
 - i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
 - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
 - iii. Performance Security;
 - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
 - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**
3. In consideration for the sum of [*total contract price in words and figures*] or such other sums as may be ascertained, [*Named of the bidder*] agrees to [*state the object of the contract*] in accordance with his/her/its Bid.

4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

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

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Name of Supplier]

Acknowledgment

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

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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]

Bank Guarantee Form for Advance Payment

To: *[name and address of PROCURING ENTITY]*
[name of Contract]

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause 2 of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called the "Supplier") shall deposit with the PROCURING ENTITY a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the PROCURING ENTITY on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the PROCURING ENTITY and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

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.

BID SECURING DECLARATION

Project Identification No.: *[Insert number]*

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

I/We, the undersigned, declare that:

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

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

**Statement of All 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**

Business Name : _____

Business Address : _____

Name of the Contract	a. Owner's Name b. Address c. Telephone Nos.	Kinds of Goods	Amount of Contract and Value of Outstanding Contract	a. Date of Contract b. Duration of the Contract c. Expected Date of Completion
Ongoing				
Contracts Awarded But Not Yet Started				

Note: Use additional sheets if necessary.

Submitted by : _____
(Printed Name & Signature)

Designation : _____

Date : _____

Statement of Single Largest Completed Contract (SLCC)

(Similar to the contract to be bid, within the past five (5) years prior to the date of submission and receipt of bids, the value of which must be at least fifty percent (50%) of the ABC)

Business Name : _____

Business Address : _____

Name of the Contract	a. Owner's Name b. Address c. Telephone Nos.	Kinds of Goods	Amount of Completed Contract	a. Date of Contract b. Duration of the Contract c. Date of Contract Completion	Certificate of Completion issued by the client or official receipt(s) for the SLCC

Note: The Bidder shall attach a certified true copy of the end-user's acceptance or official receipts or sales invoice issued for the contract.

Submitted by : _____
(Printed Name & Signature)

Designation : _____

Date : _____

