

1. Definitions

1.1. In this Contract, the following terms shall be interpreted as indicated:

- (a) “The Contract” means the agreement entered into between the Procuring Entity and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) “The Contract Price” means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- (c) “The Goods” means all of the supplies, equipment, machinery, spare parts, other materials and/or general support services which the Supplier is required to provide to the Procuring Entity under the Contract.
- (d) “The Services” means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.
- (e) “GCC” means the General Conditions of Contract contained in this Section.
- (f) “SCC” means the Special Conditions of Contract.
- (g) “The Procuring Entity” means the organization purchasing the Goods, as named in the SCC.
- (h) “The Procuring Entity’s country” is the Philippines.
- (i) “The Supplier” means the individual contractor, manufacturer distributor, or firm supplying/manufacturing the Goods and Services under this Contract and named in the SCC.
- (j) The “Funding Source” means the organization named in the SCC.
- (k) “The Project Site,” where applicable, means the place or places named in the SCC.
- (l) “Day” means calendar day.
- (m) The “Effective Date” of the contract will be the date of signing the contract, however the Supplier shall commence performance of its obligations only upon receipt of the Notice to Proceed and copy of the approved contract.

- (n) “Verified Report” refers to the report submitted by the Implementing Unit to the HoPE setting forth its findings as to the existence of grounds or causes for termination and explicitly stating its recommendation for the issuance of a Notice to Terminate.

2. Corrupt, Fraudulent, Collusive, and Coercive Practices

2.1. Unless otherwise provided in the SCC, the Procuring Entity as well as the bidders, contractors, or suppliers shall observe the highest standard of ethics during the procurement and execution of this Contract. In pursuance of this policy, the Procuring Entity:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) "corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the Government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in Republic Act 3019.
 - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.
 - (iii) “collusive practices” means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels.
 - (iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;
 - (v) “obstructive practice” is
 - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an

administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or

(bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.

(b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the contract.

2.2. Further the Funding Source, Borrower or Procuring Entity, as appropriate, will seek to impose the maximum civil, administrative and/or criminal penalties available under the applicable law on individuals and organizations deemed to be involved with any of the practices mentioned in GCC Clause 2.1(a).

3. Inspection and Audit by the Funding Source

The Supplier shall permit the Funding Source to inspect the Supplier's accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the Funding Source, if so required by the Funding Source.

4. Governing Law and Language

4.1. This Contract shall be interpreted in accordance with the laws of the Republic of the Philippines.

4.2. This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract. All correspondence and other documents pertaining to this Contract exchanged by the parties shall be written in English.

5. Notices

5.1. Any notice, request, or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request, or consent shall be deemed to have been given or made when received by the concerned party, either in person or through an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the

SCC, which shall be effective when delivered and duly received or on the notice's effective date, whichever is later.

- 5.2. A Party may change its address for notice hereunder by giving the other Party notice of such change pursuant to the provisions listed in the SCC for GCC Clause 5.1.

6. Scope of Contract

- 6.1. The Goods and Related Services to be provided shall be as specified in Section VI. Schedule of Requirements.
- 6.2. 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. Any additional requirements for the completion of this Contract shall be provided in the SCC.

7. Subcontracting

- 7.1. Subcontracting of any portion of the Goods, if allowed in the **BDS**, does not relieve the Supplier of any liability or obligation under this Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants or workmen.
- 7.2. If subcontracting is allowed, the Supplier may identify its subcontractor during contract implementation. Subcontractors disclosed and identified during the bidding may be changed during the implementation of this Contract. In either case, subcontractors must submit the documentary requirements under **ITB** Clause 12 and comply with the eligibility criteria specified in the **BDS**. In the event that any subcontractor is found by the Procuring Entity to be ineligible, the subcontracting of such portion of the Goods shall be disallowed.

8. Procuring Entity's Responsibilities

- 8.1. Whenever the performance of the obligations in this Contract requires that the Supplier obtain permits, approvals, import, and other licenses from local public authorities, the Procuring Entity shall, if so needed by the Supplier, make its best effort to assist the Supplier in complying with such requirements in a timely and expeditious manner.
- 8.2. The Procuring Entity shall pay all costs involved in the performance of its responsibilities in accordance with **GCC** Clause 6.

9. Prices

- 9.1. 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 under extraordinary circumstances and upon

prior approval of the GPPB in accordance with Section 61 of R.A. 9184 and its IRR or except as provided in this Clause.

- 9.2. Prices charged by the Supplier for Goods delivered and/or services performed under this Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any change in price resulting from a Change Order issued in accordance with **GCC** Clause 29.

10. Payment

- 10.1. Payments shall be made only upon a certification by the HoPE to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. Except with the prior approval of the President no payment shall be made for services not yet rendered or for supplies and materials not yet delivered under this Contract. Ten percent (10%) of the amount of each payment shall be retained by the Procuring Entity to cover the Supplier's warranty obligations under this Contract as described in **GCC** Clause 17.
- 10.2. The Supplier's request(s) for payment shall be made to the Procuring Entity in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and/or Services performed, and by documents submitted pursuant to the **SCC** provision for **GCC** Clause 6.2, and upon fulfillment of other obligations stipulated in this Contract.
- 10.3. Pursuant to **GCC** Clause 10.2, payments shall be made promptly by the Procuring Entity, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier. Payments shall be in accordance with the schedule stated in the **SCC**.
- 10.4. Unless otherwise provided in the **SCC**, the currency in which payment is made to the Supplier under this Contract shall be in Philippine Pesos.
- 10.5. Unless otherwise provided in the **SCC**, payments using Letter of Credit (LC), in accordance with the Guidelines issued by the GPPB, is allowed. For this purpose, the amount of provisional sum is indicated in the **SCC**. All charges for the opening of the LC and/or incidental expenses thereto shall be for the account of the Supplier.

11. Advance Payment and Terms of Payment

- 11.1. Advance payment shall be made only after prior approval of the President, and shall not exceed fifteen percent (15%) of the Contract amount, unless otherwise directed by the President or in cases allowed under Annex "D" of RA 9184.
- 11.2. All progress payments shall first be charged against the advance payment until the latter has been fully exhausted.
- 11.3. For Goods supplied from abroad, unless otherwise indicated in the **SCC**, the terms of payment shall be as follows:

- (a) On Contract Signature: Fifteen Percent (15%) of the Contract Price shall be paid within sixty (60) days from signing of the Contract and upon submission of a claim and a bank guarantee for the equivalent amount valid until the Goods are delivered and in the form provided in Section VIII. Bidding Forms.
- (b) On Delivery: Sixty-five percent (65%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of receipt of the Goods and upon submission of the documents (i) through (vi) specified in the SCC provision on Delivery and Documents.
- (c) On Acceptance: The remaining twenty percent (20%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of submission of the acceptance and inspection certificate for the respective delivery issued by the Procuring Entity's authorized representative. In the event that no inspection or acceptance certificate is issued by the Procuring Entity's authorized representative within forty five (45) days of the date shown on the delivery receipt, the Supplier shall have the right to claim payment of the remaining twenty percent (20%) subject to the Procuring Entity's own verification of the reason(s) for the failure to issue documents (vii) and (viii) as described in the SCC provision on Delivery and Documents.

12. Taxes and Duties

The Supplier, whether local or foreign, shall be entirely responsible for all the necessary taxes, stamp duties, license fees, and other such levies imposed for the completion of this Contract.

13. Performance Security

- 13.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any the forms prescribed in the **ITB** Clause 33.2.
- 13.2. The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the winning bidder is in default in any of its obligations under the contract.
- 13.3. The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.
- 13.4. The performance security may be released by the Procuring Entity and returned to the Supplier after the issuance of the Certificate of Final Acceptance subject to the following conditions:
 - (a) There are no pending claims against the Supplier or the surety company filed by the Procuring Entity;

- (b) The Supplier has no pending claims for labor and materials filed against it; and
 - (c) Other terms specified in the SCC.
- 13.5. In case of a reduction of the contract value, the Procuring Entity shall allow a proportional reduction in the original performance security, provided that any such reduction is more than ten percent (10%) and that the aggregate of such reductions is not more than fifty percent (50%) of the original performance security.

14. Use of Contract Documents and Information

- 14.1. The Supplier shall not, except for purposes of performing the obligations in this Contract, without the Procuring Entity's prior written consent, disclose this Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Entity. Any such disclosure shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 14.2. Any document, other than this Contract itself, enumerated in GCC Clause 14.1 shall remain the property of the Procuring Entity and shall be returned (all copies) to the Procuring Entity on completion of the Supplier's performance under this Contract if so required by the Procuring Entity.

15. Standards

The Goods provided under this Contract shall conform to the standards mentioned in the Section VII. Technical Specifications; and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the institution concerned.

16. Inspection and Tests

- 16.1. The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Entity. The SCC and 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.
- 16.2. If applicable, the inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring Entity. The Supplier shall provide the Procuring Entity with results of such inspections and tests.

- 16.3. The Procuring Entity or its designated representative shall be entitled to attend the tests and/or inspections referred to in this Clause provided that the Procuring Entity shall bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.
- 16.4. The Procuring Entity may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Procuring Entity, and shall repeat the test and/or inspection, at no cost to the Procuring Entity, upon giving a notice pursuant to GCC Clause 5.
- 16.5. The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Procuring Entity or its representative, shall release the Supplier from any warranties or other obligations under this Contract.

17. Warranty

- 17.1. The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials, except when the technical specifications required by the Procuring Entity provides otherwise.
- 17.2. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.
- 17.3. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier for a minimum period specified in the SCC. The obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to at least one percent (1%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) of the total Contract Price or other such amount if so specified in the SCC. The said amounts shall only be released after the lapse of the warranty period specified in the SCC; provided, however, that the Supplies delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.
- 17.4. 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, within the period specified in the SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without cost to the Procuring Entity.
- 17.5. If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in GCC Clause 17.4, the Procuring Entity may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Entity

may have against the Supplier under the Contract and under the applicable law.

18. Delays in the Supplier's Performance

- 18.1. Delivery of the Goods and/or performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring Entity in Section VI. Schedule of Requirements.
- 18.2. If at any time during the performance of this Contract, the Supplier or its Subcontractor(s) should encounter conditions impeding timely delivery of the Goods and/or performance of Services, the Supplier shall promptly notify the Procuring Entity in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, and upon causes provided for under GCC Clause 22, the Procuring Entity shall evaluate the situation and may extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of Contract.
- 18.3. Except as provided under GCC Clause 22, a delay by the Supplier in the performance of its obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 19, unless an extension of time is agreed upon pursuant to GCC Clause 29 without the application of liquidated damages.

19. Liquidated Damages

Subject to GCC Clauses 18 and 22, if the Supplier fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in this Contract inclusive of duly granted time extensions if any, the Procuring Entity shall, without prejudice to its other remedies under this Contract and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the maximum is reached, the Procuring Entity may rescind or terminate the Contract pursuant to GCC Clause 23, without prejudice to other courses of action and remedies open to it.

20. Settlement of Disputes

- 20.1. If any dispute or difference of any kind whatsoever shall arise between the Procuring Entity and the Supplier in connection with or arising out of this Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 20.2. If after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Procuring Entity or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.

- 20.3. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under this Contract.
- 20.4. In the case of a dispute between the Procuring Entity and the Supplier, the dispute shall be resolved in accordance with Republic Act 9285 ("R.A. 9285"), otherwise known as the "Alternative Dispute Resolution Act of 2004."
- 20.5. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and the Procuring Entity shall pay the Supplier any monies due the Supplier.

21. Liability of the Supplier

- 21.1. The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines, subject to additional provisions, if any, set forth in the SCC.
- 21.2. Except in cases of criminal negligence or willful misconduct, and in the case of infringement of patent rights, if applicable, the aggregate liability of the Supplier to the Procuring Entity shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

22. Force Majeure

- 22.1. The Supplier shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that the Supplier's delay in performance or other failure to perform its obligations under the Contract is the result of a *force majeure*.
- 22.2. For purposes of this Contract the terms "*force majeure*" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or *force majeure* shall be interpreted to mean an event which the Supplier could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the Supplier. Such events may include, but not limited to, acts of the Procuring Entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 22.3. If a *force majeure* situation arises, the Supplier shall promptly notify the Procuring Entity in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Entity in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the *force majeure*.

23. Termination for Default

- 23.1. The Procuring Entity shall terminate this Contract for default when any of the following conditions attends its implementation:
- (a) Outside of *force majeure*, the Supplier fails to deliver or perform any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the Procuring Entity pursuant to a request made by the Supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price;
 - (b) As a result of *force majeure*, the Supplier is unable to deliver or perform any or all of the Goods, amounting to at least ten percent (10%) of the contract price, for a period of not less than sixty (60) calendar days after receipt of the notice from the Procuring Entity stating that the circumstance of force majeure is deemed to have ceased; or
 - (c) The Supplier fails to perform any other obligation under the Contract.
- 23.2. In the event the Procuring Entity terminates this Contract in whole or in part, for any of the reasons provided under GCC Clauses 23 to 26, the Procuring Entity may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Entity for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of this Contract to the extent not terminated.
- 23.3. In case the delay in the delivery of the Goods and/or performance of the Services exceeds a time duration equivalent to ten percent (10%) of the specified contract time plus any time extension duly granted to the Supplier, the Procuring Entity may terminate this Contract, forfeit the Supplier's performance security and award the same to a qualified Supplier.

24. Termination for Insolvency

The Procuring Entity shall terminate this Contract if the Supplier is declared bankrupt or insolvent as determined with finality by a court of competent jurisdiction. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Entity and/or the Supplier.

25. Termination for Convenience

- 25.1. The Procuring Entity may terminate this Contract, in whole or in part, at any time for its convenience. The HoPE may terminate a contract for the convenience of the Government if he has determined the existence of conditions that make Project Implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and national government policies.
- 25.2. The Goods that have been delivered and/or performed or are ready for delivery or performance within thirty (30) calendar days after the Supplier's receipt of

Notice to Terminate shall be accepted by the Procuring Entity at the contract terms and prices. For Goods not yet performed and/or ready for delivery, the Procuring Entity may elect:

- (a) to have any portion delivered and/or performed and paid at the contract terms and prices; and/or
- (b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed and/or performed goods and for materials and parts previously procured by the Supplier.

25.3. If the Supplier suffers loss in its initial performance of the terminated contract, such as purchase of raw materials for goods specially manufactured for the Procuring Entity which cannot be sold in open market, it shall be allowed to recover partially from this Contract, on a *quantum meruit* basis. Before recovery may be made, the fact of loss must be established under oath by the Supplier to the satisfaction of the Procuring Entity before recovery may be made.

26. Termination for Unlawful Acts

26.1. The Procuring Entity may terminate this Contract in case it is determined *prima facie* that the Supplier has engaged, before or during the implementation of this Contract, in unlawful deeds and behaviors relative to contract acquisition and implementation. Unlawful acts include, but are not limited to, the following:

- (a) Corrupt, fraudulent, and coercive practices as defined in ITB Clause 3.1(a);
- (b) Drawing up or using forged documents;
- (c) Using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and
- (d) Any other act analogous to the foregoing.

27. Procedures for Termination of Contracts

27.1. The following provisions shall govern the procedures for termination of this Contract:

- (a) Upon receipt of a written report of acts or causes which may constitute ground(s) for termination as aforementioned, or upon its own initiative, the Implementing Unit shall, within a period of seven (7) calendar days, verify the existence of such ground(s) and cause the execution of a Verified Report, with all relevant evidence attached;
- (b) Upon recommendation by the Implementing Unit, the HoPE shall terminate this Contract only by a written notice to the Supplier conveying the termination of this Contract. The notice shall state:

- (i) that this Contract is being terminated for any of the ground(s) afore-mentioned, and a statement of the acts that constitute the ground(s) constituting the same;
 - (ii) the extent of termination, whether in whole or in part;
 - (iii) an instruction to the Supplier to show cause as to why this Contract should not be terminated; and
 - (iv) special instructions of the Procuring Entity, if any.
- (c) The Notice to Terminate shall be accompanied by a copy of the Verified Report;
 - (d) Within a period of seven (7) calendar days from receipt of the Notice of Termination, the Supplier shall submit to the HoPE a verified position paper stating why this Contract should not be terminated. If the Supplier fails to show cause after the lapse of the seven (7) day period, either by inaction or by default, the HoPE shall issue an order terminating this Contract;
 - (e) The Procuring Entity may, at any time before receipt of the Supplier's verified position paper described in item (d) above withdraw the Notice to Terminate if it is determined that certain items or works subject of the notice had been completed, delivered, or performed before the Supplier's receipt of the notice;
 - (f) Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the HoPE shall decide whether or not to terminate this Contract. It shall serve a written notice to the Supplier of its decision and, unless otherwise provided, this Contract is deemed terminated from receipt of the Supplier of the notice of decision. The termination shall only be based on the ground(s) stated in the Notice to Terminate;
 - (g) The HoPE may create a Contract Termination Review Committee (CTRC) to assist him in the discharge of this function. All decisions recommended by the CTRC shall be subject to the approval of the HoPE; and
 - (h) The Supplier must serve a written notice to the Procuring Entity of its intention to terminate the contract at least thirty (30) calendar days before its intended termination. The Contract is deemed terminated if it is not resumed in thirty (30) calendar days after the receipt of such notice by the Procuring Entity.

28. Assignment of Rights

The Supplier shall not assign his rights or obligations under this Contract, in whole or in part, except with the Procuring Entity's prior written consent.

29. Contract Amendment

Subject to applicable laws, no variation in or modification of the terms of this Contract shall be made except by written amendment signed by the parties.

30. Application

These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of this Contract.

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1.1(g)	The Procuring Entity is Philippine Ports Authority.
1.1(i)	The Supplier is <i>[to be inserted at the time of contract award]</i> .
1.1(j)	<p>The Funding Source is</p> <p>The Government of the Philippines (GOP) through the Corporate Budget of the Philippine Ports Authority for CY 2018 in the amount of TWELVE MILLION THREE HUNDRED TWENTY-EIGHT THOUSAND FIVE HUNDRED PESOS (Pbp12,328,500.00).</p>
1.1(k)	<p>Project Site:</p> <p>PPA Head Office, Bonifacio Drive, South Harbor, Port Area, Manila.</p>
2.1	No further instructions.
5.1	<p>The Procuring Entity's address for Notices is:</p> <p>Atty. MARK JON S. PALOMAR Chairperson Bids & Awards Committee for the Procurement of Goods and Consultancy Services Philippine Ports Authority PPA Building, Bonifacio Drive South Harbor, Port Area, Manila Telephone No. 527-8356 local 539</p> <p>The Supplier's address for Notices is: <i>[Insert address including, name of contact, fax and telephone number]</i></p>
6.2	The Supplier is required to supply and deliver office supplies as specified in the Terms of Reference and in Section VI. Schedule of Requirements.
10.4	Payment shall be made in Philippine Peso.
10.5	Payment using LC is not allowed.
11.3	Maintain the GCC Clause.
13.4(c)	No further instructions.
16.1	No further instructions.
17.3	No further instructions.
17.4	No further instructions.
21.1	No additional provision. If the supplier is a joint venture, all partners thereto shall be jointly and severally liable to the PPA.

Section VI. Schedule of Requirements

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

Item Number	Description	Qty. (units)	Delivery Period
1-58	Various Office Supplies	(See TOR)	Within seven (7) calendar days from the receipt by the successful bidder of the Notice to Proceed and on the first week of the succeeding months until February 28, 2019

Name and Signature of Authorized Representative

Date

Section VII. Technical Specifications

- **SUPPLY AND DELIVERY OF OFFICE SUPPLIES**

- **TERMS OF REFERENCE**

I. REQUIREMENTS AND SPECIFICATIONS

NO.	ITEMS	UNIT	SPECIFICATIONS	MONTHLY REQUIREMENT (DELIVERY)	TOTAL QUANTITY (26 weeks)
1	Battery; AA; 4pcs per pack	packs	3 years' shelf life Leak-resistant No Added Mercury or Cadmium Operating Temperature: -18 to 55 degrees Celsius Battery Voltage: 1.5 Average Weight: 15.0 grams (0.5 oz.) Volume: 8.0 cubic centimeters (0.5 cubic inch) Average Capacity: 1,100 mAh to 0.8 volts Designation: ANSI-15D, IEC-R Metal jacket	15	90
2	Battery, AAA; 4 pcs per pack	packs	3 years' shelf life Classification: "Carbon Zinc" Super Heavy Duty Leak-resistant No Added Mercury or Cadmium Operating Temperature: -18 to 55 degrees Celsius Battery Voltage: 1.5 Typical Weight: 7.3 + 0.1 grams (0.257 oz.) Typical Volume: 4.0 cubic centimeters (0.2 cubic inch) Typical Capacity: 540 mAh to 0.8 volts Designation: ANSI-24D, IEC-R03 Metal jacket	15	90
3	Battery; RECHARGEABLE; AA; Set of 4s	packs	Chemical System: Nickel-Metal Hydride (NiMH) Nominal Voltage: 1.2 Volts Rated Capacity: 1300 mAh (to 1.0 volts) Typical Weight: 28.0 grams Typical Volume: 8.3 cubic centimeters	15	90

			Designation: IEC-HR6		
			Jacket: Plastic Label		
4	Battery, RECHARGEABLE; AAA; Set of 4s	sets	Chemical System: Nickel-Metal Hydride (NiMH) Classification: "Carbon Zinc" Super Heavy Duty Leak-resistant No Added Mercury or Cadmium Operating Temperature: -18 to 55 degrees Celsius Nominal Voltage: 1.2 Volts Typical Weight: 12.0 grams Typical Volume: 3.8 cubic centimeters Rated Capacity: 500 mAh (to 1.0 volts) Designation: IEC-HR03 Jacket: Plastic Label	15	90
5	Multi-purpose paper, A4	reams	80 gsm; White	1000	6000
6	Multi-purpose paper, Legal	reams	80 gsm; White	500	3000
7	Battery Charger (Can charge AA and AAA in less than 1 hr); 4 slots	units	Can charge batteries supplied in Nos. 3&4	5	30
8	Ball pens (Regular; Blue)	pcs	Ball pen crystal; With removable clip cap.	200	1200
9	Ball pens (Regular; Black)			200	1200
10	Ball pens (Regular; Red)			200	1200
11	Binder clips, 2-inch, , 12 pcs per box	boxes	Clip-back fold, all metal, black base; silver clip	100	600
12	Binder clips, 1 1/4- inch, 12 pcs per box			100	600
13	Binder clips, 1 inch, 12 pcs per box			100	600
14	Binder clips, 3/4 inch, 12 pcs per box			100	600
15	Correction Tape	pcs	Replaceable tape cartridge Tape width: At least 5mm Mini roller tip; flexible head Easy to use & good quality: Can erase by pulling (swipe); Can erase a letter by pushing once. Refillable with cartridge-type refills		1000
16	Correction Tape Refills	packs	Tape - At least 5mm long Same brand as Correction tape units (cartridge-type insertion) 2 pcs per pack	300	1800
17	DVD Rewritable	pcs		150	900

18	Envelope (Expanding)	pcs	Long; glossy; with garter	300	1800
19	Fastener	boxes	Plastic lock; metal rod	50	300
20	Folder, Pressboard	boxes	Pressboard; Colored; Long; No odor; Accordion Pleat Gusset: Latex paper/PVC bookbinder/Book cloth/Paper cloth 100 pcs per Box	300	1800
21	Glue; 130 grams	bottles	White glue; dries clear Works on a variety of materials, such as paper, wood, fabric, leather, and ceramics.	50	300
22	Highlighters - yellow, orange, pink, green (any mixed)	pcs	Anti-Dry-Out technology: 4 hours dry-out protection 2 line widths 2 + 5 mm Refillable Water-based ink Strong build quality	500	3000
23	ID Jackets	pcs	Plastic; Vertical, with rectangular hole for chain		300
24	Sign Pen, .7; Black	pcs	0.07 mm tip Rolling ball Retractable Refillable ink With metal clip; Rubber grip with traction points Precision point technology; Smooth writing	1000	6000
25	Sign Pen, .7; Blue	pcs	Same as #24.	1000	6000
26	Magazine File box	pcs	Chipboard: 3mm thick Leatherette paper for outside cover Coated paper for inside cover Width: 110; Height 265mm; Length 220 mm - (MIN) With finger ring and provision for label insert Back and open; Durable material	200	1200
27	Masking Tape, 48mm	rolls	Brand shall be indicated in the core; Usable length: At least 50 meters; Optimum adhesion strength; tape should be wound uniformly in a core.	100	600
28	Masking Tape, 48mm			100	600
29	Mouse (for laptop)	pcs			50
30	Numeric keyboard	pcs			50
31	Paper clips, 50mm, 100 pcs per box	boxes	Vinyl coated; can file 3mm thickness paper; Durability: When clips are removed, it retains its original shape and position.	100	600

32	Paper clips, 33mm, 100 pcs per box	boxes	Vinyl coated; can file 2mm thickness paper; Durability: When clips are removed, it retains its original shape and position.	100	600
33	Paper cutter knife	pcs	Heavy-duty With anti-slip grip Built-in blade snapper With safety- screw mechanism or equivalent Replaceable blades	50	300
34	Paper cutter blades	pcs	Compatible with offered paper cutter knife	50	300
35	Pencil, box of 12's	boxes	# 2 with black lead; has eraser inserted in ferrule at the bottom. Weight: .0100; Length 19.2 cm; Width 1 cm; Height 0.7 cm Durable pieces; Eraser does not leave color after erasing, cleans properly.	50	300
36	Permanent marker - black, fine point	pcs	Durable Fine point tip can mark wide or fine lines. Fast drying ink. Refillable. Industrial marker.	200	1200
37	Permanent marker - blue, fine point	pcs	Same as #36.	200	200
38	Permanent marker - red fine point	pcs	Same as #36.	300	1800
39	Puncher	pcs	Heavy-duty; good for 30 sheets; 2-hole	30	180
40	Ring binder, 1 inch	pcs	Plastic	50	300
41	Ring binder, 2 inches	pcs	Plastic	50	300
42	Scissors	pcs	Heavy-duty; at least 6 inches' long	35	210
43	Stapler (for 10-20 pages) 24/6; 26/6	pcs	Heavy-duty	35	210
44	Staple wire; Standard	boxes	500 wires per box Steel wire coated with zinc, cooper, or any equivalent anti-corrosion material Compatible with stapler	200	1200
45	Sticky notes (Square)	pads	76mm x 76 mm; pastel colors Extreme sticking power - can stick securely to surfaces (2x sticking power) Stick and re-stick capable - doors/windows/walls capable At least 90 Sheets/Pad Recyclable material	500	3000
46	Sticky notes (Rectangle)	pads	Same as #45. Size: 76mm x 127mm	500	3000
47	Tape dispenser (for 1-inch-wide tape)	pcs		60	360

48	Transparent tape - 1-inch width	rolls		50	300
49	Whiteboard marker, blue, fine point	pcs	With a strong aluminum barrel Low odor, xylene free, alcohol based ink erases easily and cleanly Tip Size: Bullet tip 4.0mm / Chisel tip 3.45mm x 5.0mm	50	300
50	Whiteboard marker, black, fine point	pcs	Same as # 34.	50	300
51	Whiteboard marker, red, fine point	pcs	Same as # 34.	50	300
52	Automatic Air Freshener	units	With automatically time-releases fragrance With boost button Fragrant; eliminates odor; decorative Battery-operated	3	18
53	Air freshener refill	bottles	Should match #37.	25	150
54	Cleaning rags	pcs		50	300
55	Hand Soap; Gel	gallons	At least 1 gallon per container; Expiry should be beyond 1 year from delivery date	75	450
56	Hand sanitizer;	bottles	At least 1 gallon per container; Expiry should be beyond 1 year from delivery date	75	450
57	Mops (head & handle)	units		7	42
58	Toilet Bowl Cleaner	gallons	At least 1 gallon per container Expiry should be beyond 1 year from delivery date	75	450
58	Toilet Tissue Paper	rolls	Jumbo; 2-ply;At least 200 meters per roll	500	3000

II. TERMS AND CONDITIONS:

1. Sampling. Interested bidders shall submit one unit (as indicated) of each of the items (1-58), for presentation during the opening of the bids, to ensure that the items offered fit the technical specification in this Terms of Reference. These items will be returned to the suppliers after the scheduled opening of bids.

2. Totality of Amount. While the suppliers are required to send their quote indicating unit cost and total cost per item, it is the total amount offered that will be considered in the determination of the lowest calculated bid.

3. Delivery. The winning bidder shall deliver within seven (7) calendar days from the receipt by the successful bidder of the Notice to Proceed and on the first week of the succeeding months until February 2019.

4. Emergency Request. The scheduled delivery shall not prohibit the PPA from requesting additional supplies in the list, as needed. The same shall be included in the monthly invoice.

5. Defective items. Defective items (not apparent during inspection of delivery) shall be replaced by the supplier with three (3) calendar days from notice by the PPA of such defect/s. These items will be consolidated for return on a monthly basis. Items not replaced accordingly shall not be included in the billing of the supplier.

6. Billing. The supplier shall bill the PPA on a monthly basis, within seven (7) calendar days from delivery of monthly requirements.

7. Payment. Processing of payments will be done within 7-15 days from receipt of the PPA of the invoice of the supplier.

III. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is TWELVE MILLION THREE HUNDRED TWENTY-EIGHT THOUSAND FIVE HUNDRED PESOS (Php12,328,500.00).

TECHNICAL SPECIFICATIONS

NO.	ITEM	SPECIFICATION	STATEMENT OF COMPLIANCE
1	Battery, AA; 4pcs per pack	3 years shelf life	
		Leak-resistant	
		No Added Mercury or Cadmium	
		Operating Temperature: -18 to 55 degrees celcius	
		Battery Voltage: 1.5	
		Average Weight: 15.0 grams (0.5 oz)	
		Volume: 8.0 cubic centimeters (0.5 cubic inch)	
		Average Capacity: 1,100 mAh to 0.8 volts	
		Designation: ANSI-15D, IEC-R	
		Metal jacket	
2	Battery, AAA; 4 pcs per pack	3 years shelf life	
		Classification: "Carbon Zinc" Super Heavy Duty	
		Leak-resistant	
		No Added Mercury or Cadmium	
		Operating Temperature: -18 to 55 degrees celcius	
		Battery Voltage: 1.5	
		Typical Weight: 7.3 + 0.1 grams (0.257 oz)	
		Typical Volume: 4.0 cubic centimeters (0.2 cubic inch)	
		Typical Capacity: 540 mAh to 0.8 volts	
		Designation: ANSI-24D, IEC-R03	
		Metal jacket	
3	Battery; RECHARGEABLE; AA; Set of 4s	Chemical System: Nickel-Metal Hydride (NiMH)	
		Nominal Voltage: 1.2 Volts	
		Rated Capacity: 1300 mAh (to 1.0 volts)	

		Typical Weight: 28.0 grams	
		Typical Volume: 8.3 cubic centimeters	
		Designation: IEC-HR6	
		Jacket: Plastic Label	
4	Battery, RECHARGEABLE; AAA; Set of 4s	Chemical System: Nickel-Metal Hydride (NiMH)	
		Classification: "Carbon Zinc" Super Heavy Duty	
		Leak-resistant	
		No Added Mercury or Cadmium	
		Operating Temperature: -18 to 55 degrees celcius	
		Nominal Voltage: 1.2 Volts	
		Typical Weight: 12.0 grams	
		Typical Volume: 3.8 cubic centimeters	
		Rated Capacity: 500 mAh (to 1.0 volts)	
		Designation: IEC-HR03	
		Jacket: Plastic Label	
5	Bondpaper, A4	80 gsm; White	
6	Bondpaper, Legal	80 gsm; White	
7	Battery Charger (Can charge AA and AAA in less than 1 hr); 4 slots	Can charge batteries supplied in Nos. 3&4	
8	Ballpens (Regular; Blue)	Ballpen crystal; With removable clip cap.	
9	Ballpens (Regular; Black)		
10	Ballpens (Regular; Red)		
11	Binder clips, 2-inch, , 12 pcs per box	Clip-back fold, all metal, black base; silver clip	
12	Binder clips, 1 1/4-inch, 12 pcs per box		
13	Binder clips, 1 inch, 12 pcs per box		
14	Binder clips, 3/4 inch, 12 pcs per box		

15	Correction Tape	Replaceable tape cartridge	
		Tape width: At least 5mm	
		Mini roller tip; flexible head	
		Easy to use & good quality: Can erase by pulling (swipe); Can erase a letter by pushing once.	
		Refillable with cartridge-type refills	
16	Correction Tape Refills	Tape - At least 5mm long	
		Same brand as Correction tape units (cartridge-type insertion)	
		2 pcs per pack	
17	DVD Rewritable		
18	Envelope (Expanding)	Long; glossy; with garter	
19	Fastener	Plastic lock; metal rod	
20	Folder, Pressboard	Pressboard; Colored; Long; No odor;	
		Accordion Pleat Gusset: Latex paper/PVC bookbinder/Book cloth/Paper cloth	
		100 pcs per Box	
21	Glue; 130 grams	White glue; dries clear	
		Works on a variety of materials, such as paper, wood, fabric, leather, and ceramics.	
22	Highlighters - yellow, orange, pink, green (any mixed)	Anti-Dry-Out technology: 4 hours dry-out protection	
		2 line widths 2 + 5 mm	
		Refillable	
		Water-based ink	
		Strong build quality	
23	ID Jackets	Plastic; Vertical, with rectangular hole for chain	
24	Sign Pen, .7; Black	0.07 mm tip	
		Rolling ball	
		Retractable	
		Refillable ink	
		With metal clip; Rubber grip with traction points	
		Precision point technology; Smooth writing	

25	SignPen, .7; Blue	Same as # 17.	
26	Magazine File box	Chipboard: 3mm thick	
		Leatherette paper for outside cover	
		Coated paper for inside cover	
		Width: 110; Height 265mm; Length 220 mm - (MIN)	
		With finger ring and provision for label insert	
		Back and open; Durable material	
27	Masking Tape, 48mm	Brand shall be indicated in the core; Usable length: At least 50 meters; Ultimate adhesion strength; tape should be wound uniformly in a core.	
28	Masking Tape, 48mm		
29	Mouse (for laptop)		
30	Numeric keyboard		
31	Paper clips, 50mm, 100 pcs per box	Vinyl coated; can file 3mm thickness paper; Durability: When clips are removed, it retains its original shape and position.	
32	Paper clips, 33mm, 100 pcs per box	Vinyl coated; can file 2mm thickness paper; Durability: When clips are removed, it retains its original shape and position.	
33	Paper cutter knife	Heavy-duty	
		With anti-slip grip	
		Built-in blade snapper	
		With safety- screw mechanism or equivalent	
		Replaceable blades	
34	Paper cutter blades	Compatible with offered paper cutter knife	
35	Pencil, box of 12's	# 2 with black lead; has eraser inserted in ferrule at the bottom.	
		Weight: .0100; Length 19.2 cm ; Width 1 cm; Height 0.7 cm	
		Durable pieces; Eraser does not leave color after erasing, cleans properly.	
36	Permanent marker - black, fine point	Durable Fine point tip can mark wide or fine lines.	

		Fast drying ink. Refillable.	
		Industrial marker.	
37	Permanent marker - blue, fine point	Same as # 21.	
38	Permanent marker - red fine point	Same as # 21.	
39	Puncher	Heavy-duty; good for 30 sheets; 2-hole	
40	Ring binder, 1 inch	Plastic	
41	Ring binder, 2 inches	Plastic	
42	Scissors	Heavy-duty; at least 6 inches long	
43	Stapler (for 10-20 pages) 24/6; 26/6	Heavy-duty	
44	Staple wire; Standard	500 wires per box	
		Steel wire coated with zinc, cooper, or any equivalent anti-corrosion material	
		Compatible with stapler	
45	Sticky notes (Square)	76mm x 76 mm (square); pastel colors	
		Extreme sticking power - can stick securely to surfaces (2x sticking power)	
		Stick and re-stick capable - doors/windows/walls capable	
		5 Pads per /Pack, at least 90 Sheets/Pad	
		Recyclable material	
46	Sticky notes (Rectangle)	Same as #30.	
47	Tape dispenser (for 1 inch wide tape)		
48	Transparent tape - 1 inch width		
49	Whiteboard marker, blue, fine point	With a strong aluminium barrel	
		Low odour, xylene free, alcohol based ink erases easily and cleanly	
		Tip Size: Bullet tip 4.0mm / Chisel tip 3.45mm x 5.0mm	

50	Whiteboard marker, black, fine point	Same as # 34.	
51	Whiteboard marker, red, fine point	Same as # 34.	
52	Automatic Air Freshener	With automatically time-releases fragrance	
		With boost button	
		Fragrant; eliminates odor; decorative	
		Battery-operated	
53	Air freshener refill	Should match #37.	
54	Cleaning rags		
55	Hand Soap; Gel; 1 gallon per container	Expiry should be beyond 1 year from delivery date	
56	Hand sanitizer; 1 gallon per container	Expiry should be beyond 1 year from delivery date	
57	Mops (head & handle)		
58	Toilet Bowl Cleaner; 1 gallon per container	Expiry should be beyond 1 year from delivery date	
58	Toilet Tissue Paper; Jumbo; 2-ply; At least 200 meters per roll		

Section VIII. Bidding Forms

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Bid Form

Date: _____
Invitation to Bid¹ N°: _____

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

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* Supply and Delivery Office Supplies in conformity with the said Bidding Documents for the sum of Twelve Million Three Hundred Twenty-Eight Thousand Five Hundred Pesos (Php12,328,500.00) or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

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

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

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:²

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

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.

¹ If ADB, JICA and WB funded projects, use IFB.

² Applicable only if the Funding Source is the ADB, JICA or WB.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

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

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

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

For Goods Offered From Within the Philippines

Name of Bidder _____ Invitation to Bid Number __ 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 Insurance 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)

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Contract Agreement Form

THIS AGREEMENT made the _____ day of _____ 20____ between PHILIPPINE PORTS AUTHORITY 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, viz., Supply and Delivery of Office Supplies and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of Twelve Million Three Hundred Twenty-Eight Thousand Five Hundred Pesos (Php12,328,500.00).

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 shall be deemed to form and be read and construed as part of this Agreement, viz.:

- (a) the Supplier's Bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.* bidder's response to clarifications on the bid), including corrections to the bid resulting from the Procuring Entity's bid evaluation;
- (b) the Schedule of Requirements;
- (c) the Technical Specifications;
- (d) the General Conditions of Contract;
- (e) the Special Conditions of Contract;
- (f) the Performance Security; and
- (g) the Entity's Notice of Award.

3. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract

4. The Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.

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.

Signed, sealed, delivered by _____ the _____ (for the Entity)

Signed, sealed, delivered by _____ the _____ (for the Supplier).

Omnibus Sworn Statement For Sole Proprietorship

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. I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;
2. 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 the Supply and Delivery of Office Supplies, *as shown in the attached duly notarized Special Power of Attorney*;
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;
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. The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the Supply and Delivery of Office Supplies.
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.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

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

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

NAME OF NOTARY PUBLIC

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

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

Omnibus Sworn Statement for Partnership or Cooperative

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. I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;
2. 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 the Supply and Delivery of Office Supplies, 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;
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. None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
 - b) Carefully examine all of the Bidding Documents;

- c) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- d) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- e) Inquire or secure Supplemental/Bid Bulletin(s) issued for the Supply and Delivery of Office Supplies.

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.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

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

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

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

Omnibus Sworn Statement for Corporation or Joint Venture

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

1. *[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. I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;
 2. 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 the Supply and Delivery of Office Supplies, 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;
 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. None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
 7. *[Name of Bidder]* complies with existing labor laws and standards; and
 8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;

b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the Supply and Delivery of Office Supplies.

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.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

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

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

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

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BID SECURING DECLARATION FORM

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

X-----X

BID SECURING DECLARATION Invitation to Bid: *[Insert Reference number]*

To: Philippine Ports Authority
PPA Building, Bonifacio Drive
South Harbor, Port Area, Manila

I/We³, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of 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 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;

³ Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

- (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'S AUTHORIZED
REPRESENTATIVE]

[Insert Signatory's Legal Capacity]
Affiant

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

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

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

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STATEMENT OF THE BIDDER'S ONGOING GOVERNMENT AND PRIVATE CONTRACTS, INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED

This is to certify that _____ has the following ongoing government and private contracts, including contracts awarded but not yet started:

[illegible]

****PROOF OF CONTRACT TO BE PRESENTED AT POST-QUALIFICATION.**

Name and Signature of Authorized Representative

Date _____

**STATEMENT OF THE BIDDER'S SINGLE LARGEST COMPLETED CONTRACT (SLCC)
SIMILAR TO THE CONTRACT TO BE BID**

This is to certify that _____ has completed the following:

[illegible]

***TO BE ATTACHED TO THE STATEMENT**

Name and Signature of Authorized Representative

Date _____

NET FINANCIAL CONTRACTING CAPACITY (NFCC) COMPUTATION

- A. The values of the bidder's current assets and current liabilities shall be based on the data submitted to the BIR, through its Electronic Filing and Payment System (EFPS).

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

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = [(Current asset minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid

NFCC = Php _____

K = 15

Herewith attached are certified true copies of the income tax return and audited financial statement: stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year.

Submitted by:

Name of Supplier/Distributor/Manufacturer

Signature of Authorized Representative