

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

PROCUREMENT FOR THE SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF THREE (3) SETS OF SOLID WASTE MANAGEMENT EQUIPMENT CONSISTING OF BRAND-NEW BIODEGRADABLE WASTE SHREDDER, BRAND NEW COMPOSTER, AND BRAND NEW SOLAR POWERED 4G NETWORK CAMERA KIT FOR THE DENR-EMB TO SUPPORT LOCAL GOVERNMENT UNITS (LGUs) FOR CY 2021

PR No.: 2021 – 04–171

EMB-NCR-NCB-GOODS-2021-12-15-011

***Environmental Management Bureau –
National Capital Region
(EMB-NCR)***

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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.



Republic of the Philippines
Department of Environment and Natural Resources
ENVIRONMENTAL MANAGEMENT BUREAU
NATIONAL CAPITAL REGION

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INVITATION TO BID FOR THE

PROCUREMENT FOR SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF THREE (3) SETS OF SOLID WASTE MANAGEMENT EQUIPMENT CONSISTING OF BRAND-NEW BIODEGRADABLE WASTE SHREDDER, BRAND NEW COMPOSTER, AND BRAND NEW SOLAR POWERED 4G NETWORK CAMERA KIT FOR THE DENR-EMB TO SUPPORT LOCAL GOVERNMENT UNITS (LGUs) FOR CY 2021

PR No.: 2021 – 04–171

EMB-NCR-NCB-GOODS-2021-12-15-011

1. The *Environmental Management Bureau – National Capital Region (EMB-NCR)*, through the **SARO-BMB-E-21-0012037** intends to apply the sum of *Three Million Pesos (Php 3,000,000.00)* being the ABC to payments under the contract for the *Procurement for Supply, Delivery, Installation, Testing and Commissioning of Three (3) Sets of Solid Waste Management Equipment consisting of Brand-New Biodegradable Waste Shredder, Brand New Composter, and Brand New Solar Powered 4G Network Camera Kit for the DENR-EMB to support Local Government Units (LGUs) for CY 2021 / PR No.: 2021 – 04–171 EMB-NCR-NCB-GOODS-2021-12-15-011*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **EMB-NCR** now invites bids for the above Procurement Project. Delivery of the Goods is required by *One Hundred Twenty (120) calendar days*. Bidders should have completed, within 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 **PPMU/BAC Secretariat Office** and inspect the Bidding Documents at the address given below during **8:00am to 4:00pm**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on *December 15, 2021* from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (5,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *presented in person*.
6. The *EMB-NCR* will hold a Pre-Bid Conference on *December 23, 2021, 8:30 a.m. 3rd Floor EMB-NCR Conference Room. EMB-NCR Bldg., NEC, East Ave., Diliman, Quezon City* which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below, on or before *January 04, 2021, 10:00am*. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on *January 04, 2021, 10:30am onwards* at *EMB-NCR Conference Room, 3rd Floor, EMB-NCR Bldg., NEC, East Ave., Diliman, Quezon City*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. In case of a tie Bid, the BAC will conduct the Guidelines on the use of Non-Discretionary/Non-Discriminatory Selection criteria as Tie breaking method (Toss Coin) in case of two or more Bidders are determined and declared as the Lowest Calculated and Responsive Bidder (LCRB) (GPPB Circular No. 06-2005),
11. The *EMB-NCR* 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:
NONIELYN C. RONQUILLO
Head, BAC Secretariat
ENVIRONMENTAL MANAGEMENT BUREAU-NCR
EMB-NCR Bldg., NEC, East Ave., Diliman, Quezon City
embncr.bids@gmail.com
Tel no. 8931-3134/8931-1331 loc. 1105

13. You may visit the following websites:

For downloading of Bidding Documents: *ncr.emb.gov.ph*

December 15, 2021

SGD. DIVINA C. CAMARAO
BAC Chairperson

1. Scope of Bid

The Procuring Entity, *EMB-NCR* wishes to receive Bids for the *Procurement for Supply, Delivery, Installation, Testing and Commissioning of Three (3) Sets of Solid Waste Management Equipment consisting of Brand-New Biodegradable Waste Shredder, Brand New Composter, and Brand New Solar Powered 4G Network Camera Kit for the DENR-EMB to support Local Government Units (LGUs) for CY 2021*, with identification number *EMB-NCR-NCB-GOODS-2021-12-15-011*.

The Procurement Project (referred to herein as “Project”) is composed of 3 sets, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for *CY 2021* in the amount of *Three Million Pesos (Php 3,000,000.00)*.

2.2. The source of funding is **NGA, the General Appropriations Act.**

a. NGA, the General Appropriations Act or Special Appropriations.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

5.2.

a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

i. When the Goods sought to be procured are not available from local suppliers; or

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 :

[Select one, delete the other/s]

a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.

b. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.

c. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements: *[Select either failure or monopoly of bidding based on market research conducted]*

i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies* of the ABC for this Project; and

ii. **The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.**

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that:

- a. 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 EMB-NCR Bldg., NEC, East Ave., Diliman, Quezon City 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 **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 **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in:
 - 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 *120 calendar days from the date of opening of bids*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid. Three-envelope system.

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. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, *{[Include if Framework Agreement will be used:]* or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant, *}* the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**. *{[Include if Framework Agreement will be used:]* For every mini-competition in Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification. *}*

21. Signing of the Contract

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

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. <i>Procurement for Supply, Delivery, Installation, Testing and Commissioning of Three (3) Sets of Solid Waste Management Equipment consisting of Brand-New Biodegradable Waste Shredder, Brand New Composter, and Brand New Solar Powered 4G Network Camera Kit for the DENR-EMB to support Local Government Units (LGUs) for CY 2021</i></p> <p>b. completed within 5 years prior to the deadline for the submission and receipt of bids.</p>
7.1	<i>No portion of the contract shall be subcontracted.</i>
12	The price of the Goods shall be quoted DDP [<i>state place of destination</i>] or the applicable International Commercial Terms (INCOTERMS) for this Project.
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> <p>a. The amount of not less than Php 60,000.00 [<i>Indicate the amount equivalent to two percent (2%) of ABC</i>], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than Php 150,000.00 [<i>Indicate the amount equivalent to five percent (5%) of ABC</i>] if bid security is in Surety Bond.</p>
19.3	<p><i>[In case the Project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.]</i></p> <p><i>[In case the project will be awarded by item, list each item indicating its quantity and ABC.]</i></p>
20.2	<i>[List here any licenses and permits relevant to the Project and the corresponding law requiring it.]</i>
21.2	<i>[List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.]</i>

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 *{[Include if Framework Agreement will be used:] or Framework Agreement}* specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (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.

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><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>EMB-NCR</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>Focal Person, Finance and Admin Division</i>.</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: <i>Select appropriate requirements and delete the rest.</i></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

	<p>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.</p> <p>f. <i>[Specify additional incidental service requirements, as needed.]</i></p> <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> <p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <p>2. in the event of termination of production of the spare parts:</p> <p>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</p> <p>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</p> <p>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.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of Five (5) Years.</p> <p>Spare parts or components shall be supplied as promptly as possible.</p>
	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the</p>

	<p>remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination 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 Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p><i>[If partial payment is allowed, state]</i> “The terms of payment shall be as follows: _____.”</p>
4	<p>The inspections and tests that will be conducted are: <i>Inspection and Acceptance Report</i></p>

Section VI. Schedule of Requirements

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

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
	<i>Procurement for Supply, Delivery, Installation, Testing and Commissioning of Three (3) Sets of Solid Waste Management Equipment consisting of Brand-New Biodegradable Waste Shredder, Brand New Composter, and Brand New Solar Powered 4G Network Camera Kit for the DENR-EMB to support Local Government Units (LGUs) for CY 2021</i>	3 sets	Php3,000,000.00	120 calendar days upon the receipt of Notice to Proceed.

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words "*or at least equivalent.*" References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
	<p style="text-align: center;">TERMS OF REFERENCE</p> <p>SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF THREE (3) SETS OF SOLID WASTE MANAGEMENT EQUIPMENT CONSISTING OF BRAND-NEW BIODEGRADABLE WASTE SHREDDER, BRAND NEW COMPOSTER, AND BRAND NEW SOLAR POWERED 4G NETWORK CAMERA KIT FOR THE DENR-EMB TO SUPPORT LOCAL GOVERNMENT UNITS (LGUs) FOR CY 2021</p>	

TERMS OF REFERENCE

1. Name of Project:

SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF THREE (3) SETS OF SOLID WASTE MANAGEMENT EQUIPMENT CONSISTING OF BRAND-NEW BIODEGRADABLE WASTE SHREDDER, BRAND NEW COMPOSTER, AND BRAND NEW SOLAR POWERED 4G NETWORK CAMERA KIT FOR THE DENR-EMB TO SUPPORT LOCAL GOVERNMENT UNITS (LGUs) FOR CY 2021

2. System Components:

Components of the system: Three (3) Sets of Brand-New Biodegradable Waste Shredders, Brand New Composters, and Brand New Solar Powered 4G Network Camera Kit:

NCR: 3 sets (Las Pinas City)

3. Scope of Work:

- A. Supply and deliver equipment based on the specifications as stated below and install the same in the specified locations;
- B. Level all equipment, using shims or other leveling devices and accessories as required;
- C. Ensure that all mechanical utilities for the shredder are already installed, assembled, and ready for operation;
- D. Connect all electrical utilities for the composter and ensure that the same are installed, assembled, and ready for operation as indicated in the specifications listed below;
- E. Test run the equipment to determine the quality, quantity and output of shredded materials and compost materials that meets the qualification set as stated below;
- F. Submit a report indicating the compliance in the conditions of the Terms of Reference.
- G. Any deficiencies in the delivered equipment must be rectified within 15 calendar days from receipt of Notice to Rectify. Otherwise, the supplier shall replace the equipment.

4. Technical Specifications

BIODEGRADABLE WASTE SHREDDER

- Input Capacity: Must be able to shred biodegradable municipal waste (BMW), minimum loading rate of 250 kg. / Hour;
- Output: shredded material must not exceed 1 cm in diameter size; Note: The supplier must provide stainless steel screen with maximum perforations of one (1) centimeter diameter (see Annex A for picture of output)
- The body, hopper, output chute, must be made of mild steel plate with a minimum of 1.2mm thickness painted with green and black anti-corrosion paint;
- Shredding Blades:
 - Type: Rotary, Swing, Dual Shaft, OR Shear
 - Material: tool steel
- Mobility: must be equipped with a pair of pneumatic tires;
- Power:
 - Diesel driven engine, minimum 12Hp
 - Equipped with Sealed Maintenance-Free (2SMF) battery;
 - Must have a dual start mechanism (push button and manual crank);

- Safety: Must be equipped with emergency stop button with alarm and light indicator;
- COMPOSTER
- Input Capacity: Must be able to load minimum of 1,000 kgs. per batch per 24 hours operation;
- Output: One (1) batch must be able to produce commercial grade compost (minimum NPK formula of 5/5/5).
- Note: Bidder will submit confirmatory analysis result from Fertilizer and Pesticides Authority (FPA).
- To attain a homogenous mixture, the composter should have minimum of four (4) stainless steel baffles with a minimum thickness 1.5mm, and 6 mixing blades installed along the shafting;
- Must ensure an equal distribution of enzymes to the compost material, composter must be installed with enzyme injection system pipelines for faster decomposition;
- Must be equipped with a uniform and sufficient hot air ventilation;
- Must have a blower fan provided with the heater with temperature regulator and connected through a perforated pipe shafting that will equally distribute hot air to the compost material with temperature ranging from 40 -70 degrees Celsius;
- Loading/ Unloading door, Composting chamber, must be made of stainless steel with a minimum thickness of 1.5mm;
- Stainless steel siding support of the composting chamber must have a minimum thickness of 6mm
- Must be equipped with a discharge slide for proper collection of composted material;
- Support stand of the composter must be made of minimum 4x4 inches mild steel (MS) angle bar with a minimum thickness of 6mm;
- Power: Electric Motor with a minimum five (5) HP, 220v, 60hz, single phase with speed reducer 1:10 type 120.

SOLAR POWERED 4G NETWORK CAMERA KIT General Specifications

- Camera: High quality imaging with 2 MP (1920 × 1080 @30 fps) resolution, water and dust resistant (IP66), clear imaging against strong back light due to 120 dB true WDR technology;
- Battery: Battery life up to 5 days if fully charged (when the camera works continuously under the 24-hour average power), Battery life more than 800 cycles, IP 67 Protection, Support battery management, battery display, battery high-low temperature protection, charge-discharge protection, low-battery sleep protection and remote wakeup;
- Solar Panel: 40 W photovoltaic panel supported by 20 Ah chargeable lithium battery;
- Wireless (4G) Connection: LTE-TDD/LTE-FDD/WCDMA/GSM 4G wireless network transmission, support Micro SIM card;
- Linkage Method: Upload to FTP/NAS/memory card, notify surveillance center, send email, trigger recording, trigger capture
- Trigger recording: memory card, network storage, pre-record and post-record
- Trigger captured pictures uploading: FTP, SFTP, HTTP, NAS, Email
- Trigger notification: HTTP, ISAPI, Email

- Network Specifications
- API: Open Network Video Interface (PROFILE S, PROFILE G, PROFILE T), ISAPI, SDK, Ehome
- Network Storage: microSD/SDHC/SDXC card (256 GB) local storage, and NAS (NFS, SMB/CIFS), auto network replenishment (ANR) Together with memory card, memory card encryption and health detection are supported.
- User/Host: Up to 32 users. 3 user levels: administrator, operator and user
- Security: Password protection, complicated password, HTTPS encryption, 802.1X authentication (EAP-TLS, EAP-LEAP, EAP-MD5), watermark, IP address filter, basic and digest authentication for HTTP/HTTPS, WSSE and digest authentication for Open Network Video Interface, RTP/RTSP OVER HTTPS, Control Timeout Settings, TLS 1.2

Web Browser:

- Plug-in required live view: IE8+
- Plug-in free live view: Chrome 57.0+, Firefox 52.0+, Safari 11+
- Local service: Chrome 41.0+, Firefox 30.0+

Wireless (4G) Connection

- 4G Standard (LTE-TDD/LTE-FDD/WCDMA/GSM)
- LTE-TDD: Band38/40/41
- LTE-FDD: Band1/3/5/7/8/20/28
- WCDMA: Band1/5/8
- GSM: Band3/5/8
- Interface
- RS-485: 1 RS-485 (half duplex)
- Communication Interface: RJ45 10M/100M self-adaptive Ethernet port
- 4G: micro SIM card
- On-board Storage: Built-in micro SD slot, up to 256GB
- Online Upgrade: Yes Dual
- Camera/Video
- IR Range: Up to 30 m
- Max. Resolution: 1920 × 1080
- Main Stream
 - 50Hz: 25fps (1920 × 1080, 1280 × 960, 1280 × 720)
 - 60Hz: 30fps (1920 × 1080, 1280 × 960, 1280 × 720)
- Sub-Stream
 - 50Hz: 25fps (704 × 576, 640 × 480)- 60Hz: 30fps (704 × 480, 640 × 480)
- Third Stream
 - 50Hz: 1fps (1280 × 720, 640 × 480)
 - 60Hz: 1fps (1280 × 720, 640 × 480)
- Video Compression
 - Main stream: H.265+/H.265/H.264+/ H.264
 - Sub-stream: H.265/H.264/MJPEG
 - Third stream: H.265/H.264
- Video Bit Rate: 32 Kbps to 8 Mbps
 - H.264 Type: Baseline Profile/Main Profile/High Profile
 - H.265 Type: Main Profile
 - H.264+: Main Stream supports

- H.265+: Main Stream supports
- Bit Rate Control: CBR/VBR
- Stream Type: Main stream/Sub-stream/third stream
- Scalable Video Coding (SVC): H.265 and H.264 support Region of Interest (ROI) 4 fixed regions for each stream

ACCESSORIES AND CONSUMABLES PER SET:

Must provide inoculants/ enzymes/ additives good for one (1) year operation;

Note: Bidder must provide adequate supply of inoculants/ enzymes/ additives worth one (1) year based on the utilized quantity during the actual test run.

- Must provide personal protective equipment (PPE) per set which includes but not limited to the following:
 - Three (3) hard hats
 - Three (3) industrial gloves
 - Three (3) industrial goggles
 - Three (3) respiratory gas mask

5. Other requirements to be submitted by the Bidder during bid opening

- A. Certification from the manufacturer/distributors that they are in the business of manufacturing or distributing industrial equipment.
- B. For Distributors: Distributorship Certificate from the manufacturer;
- C. For Fabricators/Manufacturer: Certificate as Fabricator/ Manufacturer.
- D. Certificate of Performance Evaluation from the SLCC client that the products similar to the item to be bid has performed very satisfactorily in service within the past five (5) years.
- E. Guarantee letter from the manufacturer and local distributor to ensure availability of supplies, parts and accessories, for at least ten (10) years after expiration of the warranty period and the supply of concentrated inoculants/ enzymes/ additives.
- F. Authorized Service Center/s:
- G. At least one (1) for the region under the jurisdiction of the EMB Regional Office concerned.
- H. Bidders must conduct site inspection of all delivery sites and submit Affidavit of Site Inspection:
NCR : 3 sites of Las Pinas City, Metro Manila

6. Other requirements during post qualification:

Presentation/Demonstration and test run of one (1) brand new biodegradable waste shredder, one (1) brand new composter, and one (1) brand new Solar Powered 4G Network Camera Kit within fifteen (15) calendar days upon issuance of Notice of Lowest Calculated Bid to confirm compliance to required capabilities and features;

All incidental and other expenses for the machine testing shall be at the expense of the supplier. The post qualification shall be conducted in the manufacturer or bidder's facility in the Philippines.

Bidder must provide adequate supply of inoculants/ enzymes/ additives worth one (1) year based on the utilized volume/ quantity during the actual test run;

Bidder must submit confirmatory analysis results from the Fertilizer and Pesticides Authority (FPA);

Output: One (1) batch must be able to produce commercial grade compost (minimum NPK formula of 5/5/5).

Bidder to rectify any deficiencies in the Prototype sample within fifteen (15) calendar days from receipt of Notice to Rectify. Bidder has one chance to rectify;

Submission of MIRDC Test Results on complete chemical analysis and metal identification test for steel components (tool steel, stainless steel, mild steel) of biodegradable shredder and composter;

Test Report from Agricultural Machineries Testing and Evaluation Center (AMTEC)

If the equipment passes the qualification, it will form part of the delivery.

7. Requirement/s if awarded the contract:

Supply, delivery, installation, testing and commissioning completion within one hundred twenty (120) calendar days after receipt of Notice to Proceed (NTP).

8. Delivery and Installation Sites

Location

REGION: NCR

PROVINCE: Metro Manila

CITY: Las Pinas

1. Las Pinas LGU
2. Las Pinas LGU
3. Las Pinas LGU

Total: 3

9. Warranty Period/ Coverage of Warranty

- A. All equipment shall have free ONE (1) year warranty on parts, and installation works and THREE (3) years service warranty commencing from the date of Acceptance.
- B. Undertaking to provide a service unit for components that need repair during the warranty period within 48 hours of notification.
- C. Quotation of the Annual Preventive Maintenance Cost after the warranty period expires.
- D. The supplier must provide soft and hard copies of the following manuals upon delivery: (Must be in English)
 - Operation Manual
 - Service Manual

10. Training

- A. Undertaking to provide one (1) day product orientation/ training per delivery sites for the end users (maximum of 10 participants).

- B. Conduct of one (1) equipment test run, 3 hours for the shredders and 24 hours for the composter in the delivery sites.

11. Other requirements to be submitted by the Bidder prior to acceptance

- A. Successful use of actual equipment passing the minimum capacity and output without technical problems.

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

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

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
Or
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
And
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
And
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (f) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (g) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (j) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (k) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);

or

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

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

or

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

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

- (n) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

25 FINANCIAL COMPONENT ENVELOPE

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

