

BID DOCUMENTS

**Supply, Delivery, Installation, and
Commissioning of Brand New Modular
Conference Table, Chairs, & Discussion
(Audio) System with Accessories for the
Port of Iligan, Iligan City**

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I.
Invitation to Bid

Republic of the Philippines
PHILIPPINE PORTS AUTHORITY
PORT MANAGEMENT OFFICE OF LANAOS DEL NORTE / ILIGAN
Port Area, Iligan City

Invitation to Bid for Supply, Delivery, Installation, and Commissioning of Brand New Modular Conference Table, Chairs, & Discussion (Audio) System with Accessories for the Port of Iligan, Iligan City

1. The Philippine Ports Authority, Port Management Office of Lanao del Norte / Iligan, through the PPA Corporate for CY 2021 Funds intends to apply the sum of One Million Pesos being the ABC to payments under the contract for **Supply, Delivery, Installation, and Commissioning of Brand New Modular Conference Table, Chairs, & Discussion (Audio) System with Accessories/ILI-3165-21**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. 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.
 - a. 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.
3. Prospective Bidders may obtain further information from Philippine Ports Authority, PMO Lanao del Norte/Iligan and inspect the Bidding Documents at the address given below during 8:00 AM – 5:00 PM.
4. A complete set of Bidding Documents may be acquired by interested Bidders on October 27, 2021 at the Secretariat, PPA, PMO Administration Building, Port Area, Iligan City, *in the amount of a non-refundable fee of Five Thousand Pesos (PHP 5,000.00), inclusive of 12% VAT.*
5. The Philippine Ports Authority, PMO Lanao del Norte/Iligan will hold a Pre-Bid Conference¹ on November 04, 2021 at PPA, PMO Administration Building, Port Area, Iligan City and/or through Zoom which shall be open to prospective bidders.
6. Bids must be duly received by the BAC Secretariat through mail or manual submission at the office address indicated below on or before 8:30 AM on November 16, 2021. Late bids shall not be accepted.
7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.

¹ May be deleted in case the ABC is less than One Million Pesos (P1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

8. Bid opening shall be on 9:00 AM on November 16, 2021 at PPA, PMO Administration Building, Port Area, Iligan City and/or via Zoom. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
9. The Philippine Ports Authority, PMO Lanao del Norte/Iligan reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

BAC Secretariat

PHILIPPINE PORTS AUTHORITY, PMO Lanao del Norte / Iligan

Port Area, 9200 Iligan City

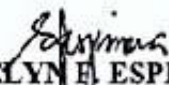
Tel./Fax Nos.: (063)222-8418; (063)221-5288

E-mail Add.: ppailigan@yahoo.com;

Website Add: www.ppa.com.ph

22 October 2021

Date of Issue


EVELYN H. ESPINOSA
Chairperson
Bids and Awards Committee

Section II.
Instructions to Bidders

1. Scope of Bid

The Procuring Entity, Philippine Ports Authority, PMO Lanao del Norte/Iligan wishes to receive Bids for the Supply, Delivery, Installation and Commissioning of Modular Conference Table, Chairs & Discussion (Audio) System with Accessories with identification number ILI-3165-21.

The Procurement Project (referred to herein as "Project") is composed of 1 lot, Supply, Delivery, Installation and Commissioning of Modular Conference Table, Chairs & Discussion (Audio) System with Accessories, 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 One Million Pesos Only.

- a. The source of funding is: GOCC, the Corporate Operating Budget.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

Foreign ownership limited to those allowed under the rules may participate in this Project.

- 5.2. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
 - a. For the procurement of 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.
- 5.3. 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.
- 7.2. The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in ITB Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.
 - 7.3. The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in ITB Clause 5 to the implementing or end-user unit.
 - 7.4. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address PPA, PMO Administration Building, Port Area, Iligan City and/or through Zoom as indicated in paragraph 6 of the IB.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in ITB Clause 5.3 should have been completed within the last ten (10) 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 the **BDS**.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in the **BDS**.

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 Declaration² 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 March 15, 2022. 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 copy of the first and second components of its Bid, and three (3) duplicate copies of the first and second components.

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 Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC

² In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

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 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

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, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

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

Section III.
Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. <i>Supply, Delivery, Installation and Commissioning of Modular Conference Table, Chairs, & Discussion (Audio) System.</i> b. <i>Completed within the last ten (10) years, prior to the deadline for the submission and receipt of bids.</i>
7.1	<i>Not applicable</i>
12	The price of the Goods shall be quoted DDP <i>Port of Iligan, Iligan City</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> <ul style="list-style-type: none"> a. The amount of not less than <u>Twenty Thousand Pesos</u>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than <u>Fifty Thousand Pesos</u>, if bid security is in Surety Bond.
19.3	<i>Not applicable</i>
20.1	<ul style="list-style-type: none"> 1. <i>Latest Business Permit</i> 2. <i>PhilGEPS Registration</i>

Section IV.
General Conditions
of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

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

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

5. Warranty

- 5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

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

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

Section V.
Special Conditions
of Contract

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>“The delivery terms applicable to this Contract are delivered to <i>Philippine Ports Authority, PMO Lanao del Norte/Iligan</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 Ms. Naomie D. Zalsos.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p><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>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>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 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> <ul style="list-style-type: none"> 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>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	Advance payment and partial payment is not allowed.
4	See Section VII (Technical Specifications).

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
1	Modular Conference Table with Undershelf 750 x 1500mm HPL Worktop Melamine Legs Clear Top Glass	10	10	90 calendar days from date of receipt of Notice to Proceed
2	Half Round Table with undershelf 600 x 1500mm HPL Worktop Melamine Legs Clear Top Glass	2	2	
3	High back Leatherette Executive Chair Swivel & heavy-duty, Chrome Base	20	20	
4	Discussion (Audio) System Chairman Mic Delegates Mic Amplifier, Mixer, Wall Speaker with bracket, UPS, Cubicle for operator half glass, 1200mm HT, Cabinet Shelf	1 16	1 16	

Section VII.
Technical Specifications

Technical Specifications

Item	Specification	Statement of Compliance
		<i>Please state ("Comply" or "Not Comply")</i>
1. Modular Conference Table	with undershelf, 750x 1500mm HPL worktop melamine legs, clear top glass	
2. Half Round Table	with undershelf, 600 x 1500mm HPL worktop melamine legs, clear top glass	
3. Executive Chair	high back leatherette, swivel & heavy-duty chrome Base	
4. Discussion (Audio) System	feedback cancellation microphone, durable amplifier, 12 channel digital mixer, wall speaker with bracket, 3KVA, heavy duty uninterrupt power supply (UPS), cubicle for operator half glass, 1200mmHT, cabinet shelf	

TERMS OF REFERENCE

1. INTRODUCTION

- a. The Philippine Ports Authority, Port Management Office of Lanao del Norte/Iligan (PPA, PMO LNI) seeks to enter into a contract with a duly qualified Supplier/Distributor with adequate and sufficient qualification and experience for the *Supply, Delivery and Installation of New Modular Conference Table, Chairs & Discussion (Audio) System with Accessories* to be installed at the Conference Room, 2nd Flr, Administration Building, PMO Lanao del Norte/Iligan, Port of Iligan, Iligan City.
- b. Basically, one of the primary responsibilities of the Philippine Ports Authority- PMO Lanao del Norte/Iligan is to ensure that the equipment, materials and workmanship of the project is in accordance with the contract plans and specifications. Generally, the specifications call for a "final product" to meet certain standards. Regular testing of the equipment and materials as well as the finished product is performed to:
 - Assure compliance with the contract requirements.
 - Permit prompt and appropriate corrective action, should unacceptable equipment, materials or workmanship be detected.

The choice of high quality equipment, material and work quality is vital to the successful implementation and output of the above-mentioned project. Therefore, it is necessary that the Philippine Ports Authority (PPA) and the Supplier/Distributor must work together to ensure an acceptable result which will be of the agreed quality and planned utility.

2. OBJECTIVE

This procurement aims to ensure that only duly-qualified Supplier/Distributor with adequate experience in the above-mentioned project shall qualify to implement the contract.

3. EXPERIENCE OF THE SUPPLIER/DISTRIBUTOR

PROSPECTIVE BIDDER should be duly registered with the Philippine Government Electronic Procurement System (PhilGEPS) and maintain its current registration and updated in accordance with the provisions of the Revised Implementing Rules and Regulation of Republic Act 9184. The Supplier/Distributor/Contractor should have experienced in undertaking a similar project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Item 5, Instructions to Bidders.

4. SUPPLIER'S/DISTRIBUTOR'S GENERAL OBLIGATIONS AND RESPONSIBILITIES

Due to current pandemic situation, the supplier must strictly observe the following obligations:

- 4.1 Must be completely familiar with the standards and specifications.
- 4.2 Must perform all duties in a manner that will promote the progress of the work.
- 4.3 Preferably have a Regional presence/office specifically in Region 10 (due to pandemic situation for safety purposes and 24/7 after sales services and availability).
- 4.4 Must have a manufacturing plant in the Philippines for the furniture and fixtures.

- 4.5 All materials and equipment to be supplied and installed must be brand new and free from any defect and must conform to the required technical specifications.
- 4.6 The Supplier/Distributor shall conduct a Site Inspection of the area to take actual measurements of the area where the equipment and materials are to be installed and come up with a lay-out plan.
- 4.7 The Supplier/Distributor shall assume full responsibility for the supply, delivery, installation and commissioning of the required equipment and materials until its final acceptance by PPA. He shall be held responsible for any damage or destruction of the units and the area including furniture and fixtures until such final acceptance.
- 4.8 The Supplier/Distributor shall be fully responsible for the safety, protection, and security of the people and properties to be affected by the proposed project until such final acceptance. This includes compliance to existing health and safety protocols implemented by the Office.

5. TECHNICAL SPECIFICATIONS

- a. Modular Conference Table with Undershelf
750x 1500mm HPL Worktop Melamine Legs
Clear Top Glass
Ten (10) units
- b. Half Round Table with undershelf
600 x 1500mm HPL Worktop Melamine Legs
Clear Top Glass
Two (2) units
- c. Highback Leatherette Executive Chair
Swivel & heavy-duty
Chrome Base
Twenty (20) units
- d. Discussion (Audio) System
Chairman Mic – One (1) unit
Delegates Mic – Sixteen (16) units
Amplifier
Mixer
Wall Speaker with bracket
UPS
Cubicle for operator half glass, 1200mm HT
Cabinet Shelf

6. SELECTION OF A SUPPLIER/DISTRIBUTOR

- 6.1 The PPA, PMO-Lanao del Norte/Iligan Bids and Awards Committee shall select the most qualified Supplier/Distributor and shall adhere strictly to the pertinent provisions of Republic Act 9184 and its Revised Implementing Rules and Regulations.
- 6.2 The PPA, PMO-Lanao del Norte/Iligan Bids and Awards Committee shall adopt the applicable evaluation procedure embodied under the Revised Implementing Rules and Regulations of R.A. 9184.

7. DELIVERY AND TESTING

Upon delivery of the goods at PMO Lanao del Norte/Iligan, Iligan City, appropriate and required testing, if any, shall be done by the winning bidder together with PMO Lanao del Norte/Iligan Technical Property Inspector. The winning bidder must provide an actual result of the testing. For tests that can only be done at the plant/laboratory of the manufacturer/supplier, the PPA can require the Supplier/Distributor to conduct such tests in the actual presence of the PMO Lanao del Norte/Iligan Technical Property Inspector. Actual costs of such tests, as required, shall be on the account of the Supplier/Distributor.

8. MAINTENANCE AND TECHNICAL SUPPORT

- 8.1. The winning bidder shall provide an accredited service center or technical support personnel, albeit not necessarily located in Iligan City, for the specific brand of the Modular Conference Tables, Chairs and Discussion (Audio) System and its Accessories that shall be supplied to PMO Lanao del Norte/Iligan for the project.
- 8.2 During the warranty period, the winning bidder shall provide highly technical personnel to service all the equipment including its components/peripherals whenever any related problem occurs.
- 8.3 In case of repairs within the warranty period of the contract, check-up and testing shall be done on-site to know the extent of the problem.

9. WARRANTY

- 9.1. The Modular Conference Table, Chairs and Discussion (Audio) System and its relevant accessories shall be covered by warranty on all parts, components and services as provided in the herein Terms of Reference. The warranty period shall commence upon the acceptance of the Equipment as certified by the Technical Property Inspector of PPA-PMO Lanao del Norte/Iligan.
- 9.2 The supplier/distributor shall submit, prior to acceptance of the project, the following documents:
 - a. Warranty Certificate
 - b. Manual/Brochure
- 9.3 All components beyond repair shall be replaced at no cost to PPA during the warranty period. Service units should be available for the equipment at most fifteen (15) days after the testing and diagnosis of the replacement units/parts.


10. BUDGET

The Approved Budget for the Contract (ABC) is **ONE MILLION PESOS ONLY (P1,000,000.00)**.

Recommending Approval:


DAISY P. TANGCALAGAN
Administrative Division Manager
End-User

Approved:


MEDARDO L. SOSOBRADO, JR.
Acting Port Manager

Section VIII.
Checklist of Technical and
Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- ☑ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
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

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

- ☑ (j) 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
- ☑ (k) 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

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

or

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

II. FINANCIAL COMPONENT ENVELOPE

- (m) Original of duly signed and accomplished Financial Bid Form; and
 (n) Original of duly signed and accomplished Price Schedule(s).

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

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