



INSTRUCTION TO SUPPLIERS

1. Invited Suppliers shall submit the prescribed documentary requirements under the Small Value Procurement pursuant to ANNEX "H" APPENDIX A of RA 9184 and its amendments per GPPB Resolution No. 21-2017 dated 30 May 2017.

The prescribed documentary requirements shall be enclosed and sealed in a separate envelope and to be submitted together with the sealed price quotation envelope on or before the Opening of Price Quotation. Two envelopes shall be received by the BAC Secretariat.

- A. For Individual(s)/Sole Proprietorship/Corporation/Partnership
 - a) Valid PhilGEPS Certificate of Registration and Membership (Platinum)
 - b) Income / Business Tax Return CY 2020
 - c) Duly Notarized Omnibus Sworn Statement (see attached prescribe format)
 - d) Valid DENR-EMB Region IX discharge permit.
 - B. Eligibility Compliance Certificate issued by the Office can be submitted by the Supplier in lieu of the above items, provided that Permit(s)/License(s) are within the validity period at the time of the opening of price quotations;
 - C. The Supplier/s shall be allowed to submit the lacking requirements within three (3) days upon receipt of the Notice of Bid Results;
 - D. Failure to comply the above-mentioned requirements within the prescribed period shall constitute cancellation of award to the winning supplier.
2. Sealed Quotation Envelope shall be submitted before the deadline as indicated in the Request for Quotation. Late submission of quotation envelope shall not be accepted. Price quotation in excess of ABC shall be automatically disqualified.
 3. All price quotations shall be valid for a period of 60 calendar days from the opening of sealed quotation envelopes and shall be inclusive of applicable value added tax (VAT).
 4. Prescribed Canvass Form shall be properly filled up indicating the total price quotation/s or offer/s of the invited supplier/s. Please do not leave blank any required item/s in the said canvass form. Any erasure/s or interlineation/s shall be initialed by supplier/s.
 5. The evaluation and award of contract is by lot basis and shall not exceed the ABC of the project to be bid. Hence, the supplier/s shall reflect its total price quotation for one (1) lot in the prescribed canvass form.

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