



**PAMBANSANG MUSEO NG PILIPINAS**  
**NATIONAL MUSEUM OF THE PHILIPPINES**

# **PHILIPPINE BIDDING DOCUMENTS**

## **LEASING OF PHOTOCOPIERS FOR NMP COMPLEX**

**(PhilGEPS No. 12089083)**

**Government of the Republic of the Philippines**

**Sixth Edition  
July 2020  
Preface**

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

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

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

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

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

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

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# ***Glossary of Acronyms, Terms, and Abbreviations***

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**NMP** – National Museum of the Philippines

**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***

### **Notes on the Invitation to Bid**

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.

## **Invitation to Bid for**

### **LEASING OF PHOTOCOPIERS FOR NMP COMPLEX**

1. The ***National Museum of the Philippines***, under its **General Appropriations Act for F.Y. 2025** intends to apply the sum of **Two Million Five Hundred Thousand Pesos (PHP 2,500,000.00)** being the ABC to payments under the contract for **LEASING OF PHOTOCOPIERS FOR NMP COMPLEX**, with identification number **NMPBAC-PB-2025-05-12**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. ***The National Museum of the Philippines*** now invites bids for the above Procurement Project. Delivery of the Goods is required until **December 31, 2025**. 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*” criteria 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 ***National Museum of the Philippines*** and inspect the Bidding Documents at the address given below during *Mondays to Fridays, from 9:30 a.m. to 3:30 p.m.*
5. A complete set of Bidding Documents may be acquired by interested Bidders on **June 2, 2025**, 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 (PhP 5,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person*.
6. The ***National Museum of the Philippines*** will hold a Pre-Bid Conference on **June 10, 2025, at 10:30 A.M.** at **2<sup>nd</sup> Floor BAC Room North Annex (Motorpool) Building** which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, **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 **June 26, 2025, at 10:30 A.M.** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. ***Schedule of Activities***

<b>Date</b>	<b>Schedule of Activities</b>
May 31, 2025	Posting / Advertisement
June 10, 2025	Pre-Bidding Conference
June 13, 2025	Deadline for submission of bidder's written queries
June 16, 2025	Issuance of Bid / Supplemental Bulletin/s, if any
June 26, 2025	Submission & Opening of Bids
June 27, 2025	Bid Evaluation
June 30 to July 2, 2025	Post Qualification Evaluation
July 4, 2025	Issuance of Notice of Award

11. The ***National Museum of the Philippines*** 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:

Atty. Joy Angela C. Agcaoili  
 Head, BAC Secretariat  
 2<sup>nd</sup> Floor, BAC Room, North Annex of the  
 National Museum of Fine Arts Building (Motorpool)  
 Padre Burgos Street, Manila 1000  
 Website: [www.nationalmuseum.gov.ph](http://www.nationalmuseum.gov.ph)  
 Tel. No. 8298-1100 Local: 1014  
 Email Address: [bac@nationalmuseum.gov.ph](mailto:bac@nationalmuseum.gov.ph)

**ATTY. MA. ROSENNE M. FLORES-AVILA**  
 Chairperson, Bids and Awards Committee

## ***Section II. Instructions to Bidders***

### **Notes on the Instructions to Bidders**

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

## 1. Scope of Bid

The Procuring Entity, ***National Museum of the Philippines*** wishes to receive Bids for the **LEASING OF PHOTOCOPIERS FOR NMP COMPLEX**, with identification number ***NMPBAC-PB-2025-05-012***.

The Procurement Project (referred to herein as “Project”) is composed of **one (1) Lot**, 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 ***General Appropriations Act for F.Y. 2025*** in the amount of **Two Million Five Hundred Thousand Pesos(PhP 2,500,000.00)**.

2.2. The source of funding is: ***GAA, General Appropriations Act for F.Y. 2025***.

## 3. Bidding Requirements

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

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

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

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

## 5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
  - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
  - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

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

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

## **6. Origin of Goods**

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

## **7. Subcontracts**

- 7.1. The 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: 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 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 **Five (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.

## 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**.

### **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 tradable 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: Philippine Pesos.

### **14. Bid Security**

14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> 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 ***One Hundred Twenty (120) Calendar Days***. 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.

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.



## **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 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**

- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, 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**.

## **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***

### **Notes on the Bid Data Sheet**

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

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

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

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

# Bid Data Sheet

ITB Clause									
5.3	For this purpose, contracts similar to the Project shall be:  a. <b>Leasing of Multi-function Copier</b>								
7.1	<b>Subcontracting is not allowed.</b>								
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:  a. The amount of not less than <b>fifty thousand (PhP 50,000.00)</b> [two percent (2%) of ABC], if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or  b. The amount of not less than <b>one hundred twenty five thousand pesos (PhP 125,000.00)</b> [five percent (5%) of ABC] if bid security is in Surety Bond.								
19.3	The description of lot(s) or items are indicated below: <table><tr><th>Lot no.</th><th>Procurement Project</th><th>Approved Budget for the Contract (ABC)</th></tr><tr><td>1</td><td>LEASING OF PHOTOCOPIERS FOR NMP COMPLEX</td><td>PHP 2,500,000.00</td></tr></table>			Lot no.	Procurement Project	Approved Budget for the Contract (ABC)	1	LEASING OF PHOTOCOPIERS FOR NMP COMPLEX	PHP 2,500,000.00
Lot no.	Procurement Project	Approved Budget for the Contract (ABC)							
1	LEASING OF PHOTOCOPIERS FOR NMP COMPLEX	PHP 2,500,000.00							

## ***Section IV. General Conditions of Contract***

### **Notes on the General Conditions of Contract**

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special 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.

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.

#### **4. 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.

#### **5. 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***

### **Notes on the Special Conditions of Contract**

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.



## Special Conditions of Contract

GCC Clause							
1.	<p><b>Delivery and Documents –</b></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 <i>to the place of destination indicated below</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> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><i>Procurement Project:</i></td><td style="text-align: center;"><i>ABC</i></td></tr> <tr> <td style="text-align: center;"><b>LEASING OF PHOTOCOPIERS FOR NMP COMPLEX</b></td><td style="text-align: center;"><b>PhP 2,500,000.00</b></td></tr> <tr> <td colspan="2"><i>Location: Metro Manila</i></td></tr> </table> <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 <b><i>RESTY D. MORANCIL, Information Officer I – Office of the Director-General – Information and Communications Technology Section</i></b></p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>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</li> <li>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.</li> </ol>	<i>Procurement Project:</i>	<i>ABC</i>	<b>LEASING OF PHOTOCOPIERS FOR NMP COMPLEX</b>	<b>PhP 2,500,000.00</b>	<i>Location: Metro Manila</i>	
<i>Procurement Project:</i>	<i>ABC</i>						
<b>LEASING OF PHOTOCOPIERS FOR NMP COMPLEX</b>	<b>PhP 2,500,000.00</b>						
<i>Location: Metro Manila</i>							

	<p>f. For additional incidental service requirements indicated in the Annex "C" Terms of Reference.</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><b>Packaging –</b></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> <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><b>Transportation –</b></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>
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	<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>
2.2	<p>The terms of payment:</p> <p>Payment shall be made on a monthly basis.</p>
4	<p>The inspections:</p> <p><b>**Note:</b></p> <p>Kindly refer to the Terms of Reference ("Annex C") of the project for the Inspections of Goods</p>

## ***Section VI. Schedule of Requirements***

## ***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.

<b>Description</b>	<b>Delivered, Weeks/Months</b>
<b>LEASING OF PHOTOCOPIERS FOR NMP COMPLEX</b>	Until December 31, 2025

\*Note: For full details of the above-mentioned project, kindly refer to the Terms of Reference (Annex C of the Bidding Documents)

## ***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.

In case of Renewal of Regular and Recurring Services, the Procuring Entity must indicate here the technical requirements for the service provider, which must include the set criteria in the conduct of its performance evaluation.

## Technical Specifications

Specifications	Statement of Compliance																						
<div style="border: 1px solid black; padding: 10px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 40%;"> <p><input type="radio"/> <b>SCOPE OF WORK</b> (for Infrastructure Projects)</p> <p><input checked="" type="radio"/> <b>TECHNICAL SPECIFICATIONS</b> (for Goods/Services Projects)</p> <p><input type="radio"/> <b>TERMS OF REFERENCE</b> (for Consulting Services Projects)</p> </div> <div style="width: 60%; border-left: 1px solid black; padding-left: 10px;"> <p><b>SCOPE OF WORK:</b></p> <ol style="list-style-type: none"> <li>1. "The SERVICE PROVIDER shall undertake the work implementation of "Lease of Brand new A3 Mono/Color Laser Multi-function Copier", all in accordance with the specifications and subject to the terms and conditions of the contract.</li> <li>2. The SERVICE PROVIDER shall supply, deliver and install/configure <b>brand new or refurbished units</b>.                             <div style="margin-left: 20px;"> <p><b>if the said unit is refurbished,</b></p> <ol style="list-style-type: none"> <li>a. the Refurbished Multi-Function Copier should be capable of producing printouts of comparable quality to brand-new Multi-Function Copier</li> <li>b. Refurbished Multi-function Copier machines that have reached their end-of-life service will not be accepted</li> </ol> </div> </li> </ol> <p style="margin-top: 10px;">Required Specification for Multi-Function Copier</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">TECHNOLOGY</td><td>Full-Color Laser Printer/Copier/Scanner with Stationary Platen And ADF</td></tr> <tr> <td>COPY SPEED</td><td>At least 22 Copies per minute (A4)</td></tr> <tr> <td>MEMORY</td><td>At least 2 GB</td></tr> <tr> <td>HDD</td><td>250 GB</td></tr> <tr> <td>CONTROL PANEL</td><td>At least 9-inches multi-touch panel</td></tr> <tr> <td>PAPER TRAYS</td><td>Minimum 2 Trays plus Manual Tray</td></tr> <tr> <td>PAPER CAPACITY</td><td>Minimum 500 sheets</td></tr> <tr> <td>PAPER SIZE</td><td>A3/ A4/ 11x17/ LGL/LTR/STMT with banner printing 11.65 inches x 42</td></tr> <tr> <td>PAPER WEIGHT</td><td>60 to 300 GSM</td></tr> <tr> <td>PRINT RESOLUTION</td><td>At least 1200x1200 dpi</td></tr> <tr> <td>SCANNER SPEED</td><td>Full Color/B&amp;W Duplex Speed: 37 OPM</td></tr> </table> </div> </div> </div>		TECHNOLOGY	Full-Color Laser Printer/Copier/Scanner with Stationary Platen And ADF	COPY SPEED	At least 22 Copies per minute (A4)	MEMORY	At least 2 GB	HDD	250 GB	CONTROL PANEL	At least 9-inches multi-touch panel	PAPER TRAYS	Minimum 2 Trays plus Manual Tray	PAPER CAPACITY	Minimum 500 sheets	PAPER SIZE	A3/ A4/ 11x17/ LGL/LTR/STMT with banner printing 11.65 inches x 42	PAPER WEIGHT	60 to 300 GSM	PRINT RESOLUTION	At least 1200x1200 dpi	SCANNER SPEED	Full Color/B&W Duplex Speed: 37 OPM
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PRINT RESOLUTION	At least 1200x1200 dpi																						
SCANNER SPEED	Full Color/B&W Duplex Speed: 37 OPM																						



	Full Color/B&W Simplex Speed: 80 OPM
SCAN FILE FORMATS	XPS, Compact XPS, PPTX / Auto Color, Full Color, Black & White, 2-Color, Single Color.
SCAN FUNCTIONS	Scan-to-HDD (Scan-to-User Box) Scan-to-Me/Scan-to-Home, Scan-to-SMB (Scan-to-Desktop) Scan-to-USB Scan-to-WebDAV
FEATURES	Print from USB Password Copy HDD Encryption, HDD Job Overwrite, HDD Sanitizing
INTERFACE	10 Base-T/100 Base-TX/1000 Base-T, USB 1.1, USB 2.0, USB Host

3. The SERVICE PROVIDER shall install, setup, and deliver the leased equipment in the following designated departments/offices in NMP Complex:

Department/Offices	Location	No. of Units
Office of the Director General	Fine Arts Bldg (4th Floor)	2
Board of Trustees Secretariat	Fine Arts Bldg (4th Floor)	1
Office of the Director IIs	Fine Arts Bldg (4th Floor)	1
Internal Audit Section	Fine Arts Bldg (4th Floor)	1
Legal Section	Fine Arts Bldg (4th Floor)	1
Planning & Management Information Systems Section	Fine Arts Bldg (4th Floor)	1
Information and Communications Technology Section	Fine Arts Bldg (Ground Floor)	1
Security Management Section	Fine Arts Bldg (Ground Floor)	1
Financial Services Division	Fine Arts Bldg. (Ground Floor)	3
General Administrative	Fine Arts Bldg.- Motorpool	4

Services Division	(2nd Floor)	
Human Resource Management Division	Fine Arts Bldg. (4th Floor)	2
Zoology Division	Natural History Bldg. (2nd Floor)	1
Maritime and Underwater Cultural Heritage Division	Anthropology Bldg (Ground floor)	1
Botany and National Herbarium Division	Natural History Bldg. (4th Floor)	1
Geology and Paleontology Division	Natural History Bldg. (3rd Floor)	1
Ethnology Division	Anthropology Bldg (Ground floor)	1
Archaeology Division	Anthropology Bldg (Ground floor)	1
Public Program Services Division	Fine Arts Bldg. (4th Floor) Natural History Bldg. (Ground Floor)	2
Central Museum Visitors Services Division	Fine Arts Bldg. (2nd Floor) Anthropology Bldg. (Ground Floor) Natural History (Ground Floor)	3
Fine Arts Division	Fine Arts Bldg. (Ground Floor)	1
Research, Collection and Conservation Management Division	Fine Arts Bldg. (4th Floor)	1
Exhibition, Editorial and Media Production Service Division	Anthropology Bldg (2nd and 3rd floor)	2
Facilities Management Division	Fine Arts Bldg. (Ground Floor)	3

Architectural Arts and Built Heritage Division	Fine Arts Bldg. (Ground Floor)	1
Commission on Audit (COA)	Fine Arts Bldg. (Ground Floor)	1
Bids and Awards Committee	Fine Arts Bldg.-Motorpool (Second Floor)	1
<b>TOTAL</b>		<b>39</b>

4. The SERVICE PROVIDER shall perform the installation, testing, commissioning of all equipment. All necessary tests, services and inspections to assure the system functions shall be checked and approved before the acceptance test. Consideration shall be given to the fact that installation or tests of other systems within the same building may be carried out during the same period.
5. The SERVICE PROVIDER shall integrate all desktop and laptop computers in every division and office to enable network-based printing and scanning functionalities either via LAN or via Wi-Fi connection.
6. The SERVICE PROVIDER shall provide NMP's Information and Communications Technology Section and General Administrative Services Division to have the right to observe during the installation procedures.
7. Prior or during the installation, the SERVICE PROVIDER shall conduct Technical Training to NMP personnel for the administration, operation, maintenance and handling of the products to be supplied.
8. All components essential to the proper functioning of the project are provided at no additional expense.

#### **RENTAL SERVICE CHARGES**

The National Museum of the Philippines in Central office print and photocopy with at least **Two Hundred Twenty-Two Thousand and Three Hundred (222,300)** documents consist of different size of paper (A4, Long/Folio and A3) in a month.

- 195,000 – Black copy (1.4 php per page)
- 27,300 – Color copy (5.25 php per page)

Rental Charges for 39 units	P 2,500,000.00
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1. This Rental charge covers all consumables such as toners, drums, developer, etc. excluding the paper.

2. The minimum monthly copy volume requirement shall be accumulated Two Hundred Twenty-Two Thousand and Three Hundred (222,300) copies for the Thirty-Nine (39) contracted machines assigned at NMP Complex. and shall be paid flat rate of the bid price inclusive of all appropriate cost and applicable taxes.
3. Copies made in excess of the minimum contracted volume of Two Hundred Twenty-Two Thousand and Three Hundred (222,300) copies will be computed based on the bid price per copy, inclusive of all appropriate costs and applicable taxes based on the meter reading report less 2% allowable spoilage.

**QUALIFICATIONS OF THE SERVICE PROVIDER:**

1. The SERVICE PROVIDER must be competent and experienced in the field of leasing and maintenance of copier machines with a minimum of three (3) years prior experience on similar projects.
2. The SERVICE PROVIDER shall present at least three (3) service performance satisfaction evaluation reports/certificates with at least Very Satisfactory rating (for the last 5 years) or its equivalent rating. In the event that the Prospective Bidder has rendered services to the NMP, that is similar to the project to be bid, and within the said time frame, performance evaluation issued by the NMP shall be included in the list of the required certifications/performance rating to be submitted.
3. The SERVICE PROVIDER is required to submit a company profile, list of present and previous clients, and certifications issued by past/present clients indicating the SERVICE PROVIDER's Certificate of Completion.
4. The SERVICE PROVIDER shall submit to NMP, the proposed delivery of materials, tools and equipment, and manpower schedules for proper monitoring five (5) calendar days after the kick-off meeting.
5. The SERVICE PROVIDER shall submit samples and/or technical brochures of all materials to be used in the project within ten (10) calendar days upon receipt of Notice to Proceed which include but may not be limited to the following for NMP's approval:
  - a. Materials/Brochure with technical specifications
  - b. Manufacturer's printed Product Installation Instructions.
6. The service provider must not be blacklisted by any government agency for the last five years.

**RESPONSIBILITIES OF THE SERVICE PROVIDER:**

1. The SERVICE PROVIDER shall supply all consumables, i.e., toner, developer, etc., and shall be account of the SERVICE PROVIDER excluding copy paper.
2. The SERVICE PROVIDER shall be responsible for the proper execution and coordination of their work. They shall schedule and program all necessary work activities according to the specified completion period.

3. The SERVICE PROVIDER shall be responsible for the disposal of empty cartridges, toners, drums, and other waste materials obtained from the repairs and maintenance of the equipment outside of the NMP premises.
4. The SERVICE PROVIDER shall protect adjacent areas against any damage by their employees, or by their materials, equipment and tools during the execution of the work. Any damage done by their employees shall be repaired at his own expense, without additional compensation beyond the contract.
5. The SERVICE PROVIDER shall respond to requests for on-site services from the NMP within a maximum of four (4) hours during regular working days. In the event of prolonged or recurring mechanical failure of the unit/s that cannot be repaired within twenty-four (24) hours, the SERVICE PROVIDER shall provide replacement unit/s.
6. The SERVICE PROVIDER shall deploy technicians to conduct monthly, or as needed, unit inspections and calibrations to ensure optimal machine performance at no additional cost to NMP. These technicians shall report to NMP, with the assistance of ICT, Monday through Friday, from 8:00 AM to 5:00 PM. Any damaged or unserviceable parts shall be repaired or replaced at no cost to NMP for the duration of the lease contract.

#### **RESPONSIBILITIES OF THE NMP**

1. The machines, including all of its accessories, shall remain the property of the SERVICE PROVIDER. The NMP shall not make any alterations on the machines, nor sell, dispose, transfer, rent, pledge or mortgage, execute any other contract, or otherwise deal with the machines in any manner which may be prejudicial to the rights of the SERVICE PROVIDER
2. In case of any violation by a third party of the property rights of the SERVICE PROVIDER, regardless of any reason, including, but not limited to, execution, provisional attachment and disposition of any kind of the photocopying machines, the NMP shall immediately inform the SERVICE PROVIDER, and the NMP shall be free from any liability not being privy to the third party's claim against the SERVICE PROVIDER. The contract between the NMP and the SERVICE PROVIDER shall, however, remain in full force and effect.
3. The SERVICE PROVIDER shall continue performing its obligations under the contract and shall immediately replace the machines, as the case may be. A period of two (2) Working days from notice is deemed sufficient in order for the SERVICE PROVIDER to replace the machines.
4. The NMP shall take care of the machines with utmost diligence and shall not allow unauthorized persons to operate it. Any damage to the machines due to improper operation by unauthorized persons shall be charged to, and paid for, by the accountable/responsible employee of the NMP.
5. The SERVICE PROVIDER shall make such inspections, adjustments and maintenance as may be required to keep the machines in good working condition and as may be required by the NMP. Such inspections, adjustments and maintenance shall be free of charge.

<p>6. Replacement parts for the machines shall be supplied by the SERVICE PROVIDER free of charge. Repairs shall likewise be affected by the SERVICE PROVIDER without any charge.</p>	
<p><b>SUBMITTALS</b></p> <p>1. The CONTRACTOR shall provide a monthly Statement of Account and original copies of Sales Invoice with monthly Consumption Report and Meter Reading Report duly witnessed and verified by the end-user representatives as basis for the monthly payment of copier charges.</p>	
<p><b>SOURCE OF FUND:</b> GAA FY 2025</p>	
<p><b>APPROVED BUDGET FOR CONTRACT:</b> The Approved Budget of the Contract (ABC) is Two Million Five Hundred Pesos (2,500,000.00) inclusive of VAT and all applicable taxes.</p>	
<p><b>COMPLETION TIME:</b> The project entitled “Leasing of Photocopiers for NMP Complex” is until <b>December 31, 2025</b>.</p>	
<p><b>TERMS OF PAYMENT:</b> Payment shall be made on a monthly basis.</p>	
<p><b>WARRANTIES AND GUARANTEES:</b></p> <p>The warranty coverage shall be in accordance with Section 62.1 of the 2016 Revised IRR of RA 9184.</p> <p><b>Non-Disclosure Agreement</b> The Service Provider agrees that any information that may be acquired and/or possessed during the rendering of services by the technical specialist assigned to the NMP shall not be disclosed to or provided to any unauthorized person, partnership firm, or corporation. The technical specialists are prohibited from making unauthorized use of or access to IT resources that could compromise systems. For this, an assigned specialist to the NMP shall be required to execute the Undertaking on Non-Disclosure appended hereto.</p>	
<p><b>LIQUIDATED DAMAGES:</b> When the SERVICE PROVIDER fails to satisfactorily deliver goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the SERVICE PROVIDER shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, an amount equal to 1/10 of 1% of the cost of the delayed contract scheduled for every day of delay until such goods are finally delivered and accepted by the procuring entity concerned. In no case shall the sum of the liquidated damages exceed 10% of the total contract price, in which the procuring entity concerned may rescind the contract and impose appropriate sanctions over and above the liquidated damages.</p>	
<p><b>PRE-TERMINATION CLAUSE:</b> The contract is effective on the date indicated in the NTP and shall remain in full force for the duration contract which shall be based on the volume or number of copies as indicated during the award of the contract. There will be no price change within the</p>	

<p>contract duration or until terminated by either party (NMP or SERVICE PROVIDER) upon prior written notice by either party. The termination process shall follow the prescribed procedure under IRR-A R.A. 9184.</p> <p>The NMP reserves the right to pre-terminate the contract by serving written notice on the SERVICE PROVIDER. If the SERVICE PROVIDER does not appeal or seek reconsideration of the decision to pre-terminate within Fifteen (15) calendar days from receipt of the notice, the contract is deemed terminated. The grounds for the termination of the contract by the NMP include but not limited to the following:</p> <ol style="list-style-type: none"> <li>1. Violation(s) of any of the terms and conditions of the Contract; and</li> <li>2. Any other act or omission by the SERVICE PROVIDER which is detrimental or prejudicial to the interest of the NMP, its employee(s), or the public.</li> </ol>	
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## ***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) **in accordance with Section 8.5.2 of the IRR;**

#### Technical Documents

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

#### Financial Documents

- ☐ (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) **or** A Committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

### *Class "B" Documents*

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

## II. FINANCIAL COMPONENT ENVELOPE

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

**Note: Submit the following requirements in a separate envelope:**

1. E-Copy of all Eligibility, Technical, and Financial components save in any storage device;
2. SEC Registration or DTI Certificate (Certified true Copy)
3. Valid Mayor's / Business Permit (Certified true Copy)
4. Tax Clearance Certificate (Certified true Copy)
5. Latest Audited Financial Statement (Certified true Copy)
6. Latest Income Tax Return (Certified true Copy)
7. Bid Bulletin, if any, and;
8. Photocopy of the *official receipt* of the Bidding Documents.

## **ANNEX “A”**

### **Packaging and Labeling Instructions**

## **PACKAGING AND LABELING INSTRUCTIONS**

### **1. Two Envelope System**

The ORIGINAL - TECHNICAL COMPONENTS requirements stated below shall be enclosed into a folder, same as with the ORIGINAL - FINANCIAL COMPONENTS requirements which will also be done in a separate folder. These two (2) folders shall be placed into separate envelope forming the Two Envelope System.

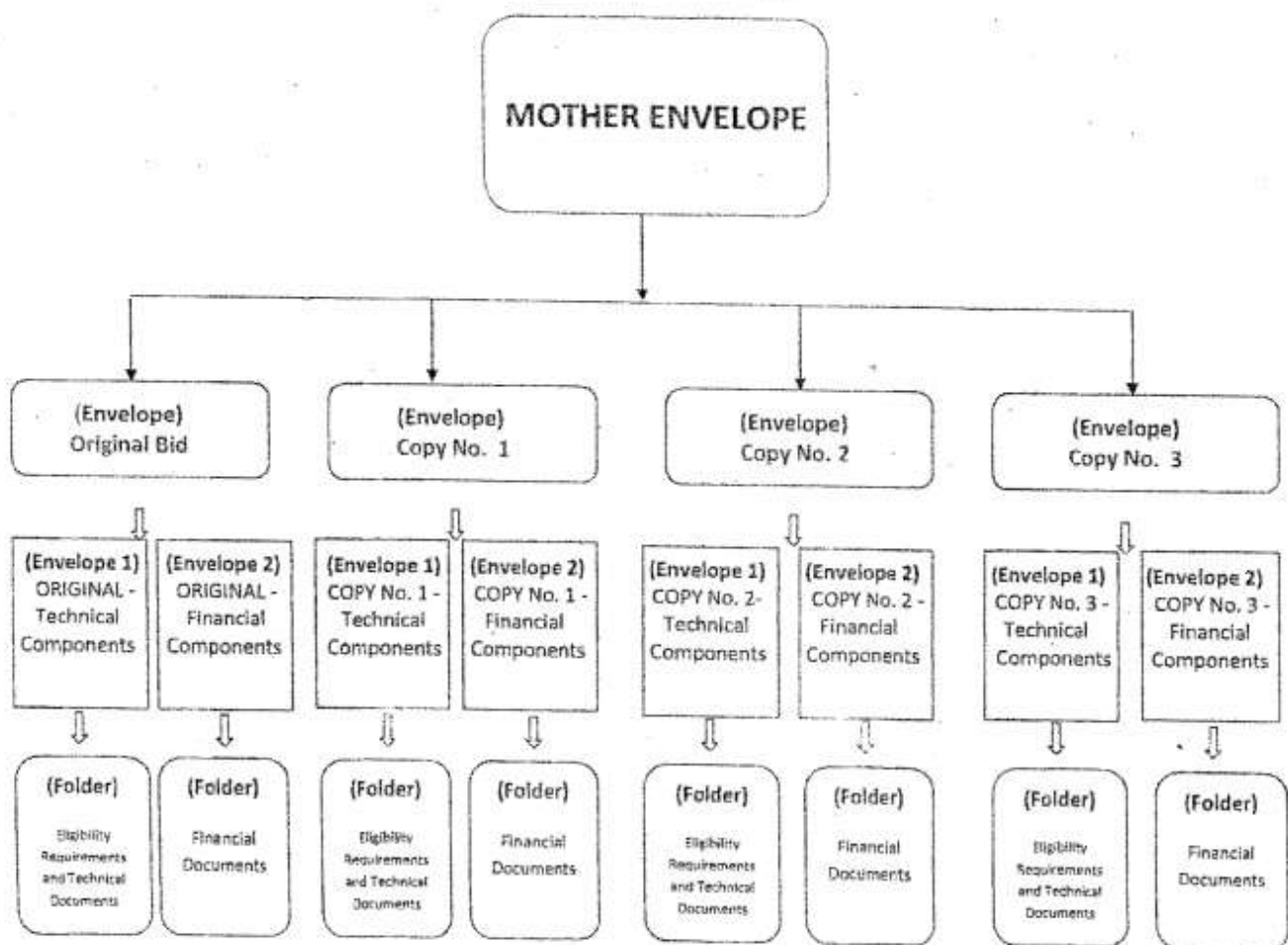
Envelope 1: Technical Components (see attached listing)

Envelope 2: Financial Components (see attached listing)

2. The First Envelope, ORIGINAL - TECHNICAL COMPONENTS and the Second Envelope, ORIGINAL - FINANCIAL COMPONENTS should be sealed in an outer envelope marked as ORIGINAL BID. Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as "COPY NO. \_\_\_\_ - TECHNICAL COMPONENT" and "COPY NO. \_\_\_\_ – FINANCIAL COMPONENT" and the outer envelope as "COPY NO. \_\_\_\_", respectively. The First and Second envelope should be produced into three (3) copies marked as Copy No. 1, Copy No. 2 and Copy No. 3.
3. All four (4) envelopes, Original, Copy No. 1, Copy No. 2 and Copy No. 3, shall be enclosed in a single envelope referred to as the Mother Envelope.
4. All documents must be marked with Ear tabs. There must be a Table of Contents indicating all the documents to be submitted per folder.
5. All envelopes should properly be sealed, signed and labelled. The folders should be labelled properly.
6. All copies must be Certified True Copy and signed

TO:	ATTY. MA. ROSENNE M. FLORES-AVILA Chairperson Bids and Awards Committee National Museum of the Philippines Padre Burgos Avenue, ermita Manila
FROM:	Name of Company Address & Telephone Number
Reference No.	
	Project Title Location
Do not Open Before: date and time of the Submission and Opening of Bids	

## PACKAGING AND LABELING INSTRUCTIONS (DIAGRAM)



## **ANNEX “B”**

### **Bidding Forms**

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

---

**BID FORM**

Date : \_\_\_\_\_

Project Identification No. : \_\_\_\_\_

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

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

If our Bid is accepted, we undertake:

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

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

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

Name and address of agent	Amount and Purpose of Commission or gratuity
---------------------------	--

_____	_____
_____	_____
_____	_____

(if none, state "None") ]

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

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

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_



**Price Schedule for Goods Offered from Within the Philippines**

***[shall be submitted with the Bid if bidder is offering goods from within the Philippines]***

---

**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

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

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

**Omnibus Sworn Statement (Revised)**

*[shall be submitted with the Bid]*

---

REPUBLIC OF THE PHILIPPINES )

CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on**

**Blacklisting:**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and

- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

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

**Bid Securing Declaration Form**  
***[shall be submitted with the Bid if bidder opts to provide this form of bid security]***

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

**BID SECURING DECLARATION**

**Project Identification No.: *[Insert number]***

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

I/We, the undersigned, declare that:

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

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

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

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

**Performance Securing Declaration (Revised)**

***[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]***

---

REPUBLIC OF THE PHILIPPINES)

CITY OF \_\_\_\_\_ ) S.S.

**PERFORMANCE SECURING DECLARATION**

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacture/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
  - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
    - i. Procuring Entity has no claims filed against the contract awardee;
    - ii. It has no claims for labor and materials filed against the contractor; and
    - iii. Other terms of the contract; or
  - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

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

*[Insert NAME OF BIDDER OR ITS  
AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

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

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

---

**CONTRACT AGREEMENT**

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:
  - i. Philippine Bidding Documents (PBDs);
    - i. Schedule of Requirements;
    - ii. Technical Specifications;
    - iii. General and Special Conditions of Contract; and
    - iv. Supplemental or Bid Bulletins, if any
  - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted; Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
  - iii. Performance Security;
  - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
  - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**
3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.

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

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

*[Insert Name and Signature]*  
*[Insert Signatory's Legal Capacity]*  
for:

*[Insert Procuring Entity]*

*[Insert Name and Signature]*  
*[Insert Signatory's Legal Capacity]*

for:

*[Insert Name of Supplier]*

**Acknowledgment**

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



## **ANNEX “C”**

### **Terms of Reference**

<b>TITLE:</b> Leasing of Photocopiers for NMP Complex										
<b>LOCATION:</b> NMP Complex										
<b>IMPLEMENTING UNIT:</b> OFFICE OF THE DIRECTOR GENERAL - INFORMATION AND COMMUNICATIONS TECHNOLOGY SECTION										
<b>DESCRIPTION:</b> In order to achieve its mandate to administer and implement the “Ease of Doing Business and Efficient Government Service Delivery Act of 2018” and its Implementing Rules and Regulations, the National Museum of the Philippines needs a Multifunction Photocopying Machine to meet its day-to-day operations, particularly records management, reproduction of salient documents, and submission of various reports and outputs.										
<b>OBJECTIVE:</b> To engage the services of a company that can provide NMP its reproduction needs through lease of photocopying machines for its day-to-day operation.										
<div style="display: flex; flex-direction: column; gap: 5px;"> <div><input type="radio"/> <b>SCOPE OF WORK</b> (for Infrastructure Projects)</div> <div><input checked="" type="radio"/> <b>TECHNICAL SPECIFICATIONS</b> (for Goods/Services Projects)</div> <div><input type="radio"/> <b>TERMS OF REFERENCE</b> (for Consulting Services Projects)</div> </div>										
<b>SCOPE OF WORK:</b> 9. "The SERVICE PROVIDER shall undertake the work implementation of “Lease of Brand new A3 Mono/Color Laser Multi-function Copier”, all in accordance with the specifications and subject to the terms and conditions of the contract.  10. The SERVICE PROVIDER shall supply, deliver and install/configure <b>brand new or refurbished units</b> . <b>if the said unit is refurbished,</b> a. the Refurbished Multi-Function Copier should be capable of producing printouts of comparable quality to brand-new Multi-Function Copier b. Refurbished Multi-function Copier machines that have reached their end-of-life service will not be accepted  <div style="margin-top: 10px;">             Required Specification for Multi-Function Copier             <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 30%; padding: 5px;">TECHNOLOGY</td> <td style="padding: 5px;">Full-Color Laser Printer/Copier/Scanner with Stationary Platen And ADF</td> </tr> <tr> <td style="padding: 5px;">COPY SPEED</td> <td style="padding: 5px;">At least 22 Copies per minute (A4)</td> </tr> <tr> <td style="padding: 5px;">MEMORY</td> <td style="padding: 5px;">At least 2 GB</td> </tr> <tr> <td style="padding: 5px;">HDD</td> <td style="padding: 5px;">250 GB</td> </tr> <tr> <td style="padding: 5px;">CONTROL PANEL</td> <td style="padding: 5px;">At least 9-inches multi-touch panel</td> </tr> </table> </div>	TECHNOLOGY	Full-Color Laser Printer/Copier/Scanner with Stationary Platen And ADF	COPY SPEED	At least 22 Copies per minute (A4)	MEMORY	At least 2 GB	HDD	250 GB	CONTROL PANEL	At least 9-inches multi-touch panel
TECHNOLOGY	Full-Color Laser Printer/Copier/Scanner with Stationary Platen And ADF									
COPY SPEED	At least 22 Copies per minute (A4)									
MEMORY	At least 2 GB									
HDD	250 GB									
CONTROL PANEL	At least 9-inches multi-touch panel									

PAPER TRAYS	Minimum 2 Trays plus Manual Tray
PAPER CAPACITY	Minimum 500 sheets
PAPER SIZE	A3/ A4/ 11x17/ LGL/LTR/STMT with banner printing 11.65 inches x 42
PAPER WEIGHT	60 to 300 GSM
PRINT RESOLUTION	At least 1200x1200 dpi
SCANNER SPEED	Full Color/B&W Duplex Speed: 37 OPM Full Color/B&W Simplex Speed: 80 OPM
SCAN FILE FORMATS	XPS, Compact XPS, PPTX / Auto Color, Full Color, Black & White, 2-Color, Single Color.
SCAN FUNCTIONS	Scan-to-HDD (Scan-to-User Box) Scan-to-Me/Scan-to-Home, Scan-to-SMB (Scan-to-Desktop) Scan-to-USB Scan-to-WebDAV
FEATURES	Print from USB Password Copy HDD Encryption, HDD Job Overwrite, HDD Sanitizing
INTERFACE	10 Base-T/100 Base-TX/1000 Base-T, USB 1.1, USB 2.0, USB Host

11. The SERVICE PROVIDER shall install, setup, and deliver the leased equipment in the following designated departments/offices in NMP Complex:

Department/Offices	Location	No. of Units
Office of the Director General	Fine Arts Bldg (4th Floor)	2
Board of Trustees Secretariat	Fine Arts Bldg (4th Floor)	1
Office of the Director IIs	Fine Arts Bldg (4th Floor)	1
Internal Audit Section	Fine Arts Bldg (4th Floor)	1
Legal Section	Fine Arts Bldg (4th Floor)	1
Planning & Management Information	Fine Arts Bldg (4th Floor)	1

Systems Section		
Information and Communications Technology Section	Fine Arts Bldg (Ground Floor)	1
Security Management Section	Fine Arts Bldg (Ground Floor)	1
Financial Services Division	Fine Arts Bldg. (Ground Floor)	3
General Administrative Services Division	Fine Arts Bldg.- Motorpool (2nd Floor)	4
Human Resource Management Division	Fine Arts Bldg. (4th Floor)	2
Zoology Division	Natural History Bldg. (2nd Floor)	1
Maritime and Underwater Cultural Heritage Division	Anthropology Bldg (Ground floor)	1
Botany and National Herbarium Division	Natural History Bldg. (4th Floor)	1
Geology and Paleontology Division	Natural History Bldg. (3rd Floor)	1
Ethnology Division	Anthropology Bldg (Ground floor)	1
Archaeology Division	Anthropology Bldg (Ground floor)	1
Public Program Services Division	Fine Arts Bldg. (4th Floor) Natural History Bldg. (Ground Floor)	2
Central Museum Visitors Services Division	Fine Arts Bldg. (2nd Floor) Anthropology Bldg. (Ground Floor) Natural History (Ground Floor)	3
Fine Arts Division	Fine Arts Bldg. (Ground Floor)	1

Research, Collection and Conservation Management Division	Fine Arts Bldg. (4th Floor)	1
Exhibition, Editorial and Media Production Service Division	Anthropology Bldg (2nd and 3rd floor)	2
Facilities Management Division	Fine Arts Bldg. (Ground Floor)	3
Architectural Arts and Built Heritage Division	Fine Arts Bldg. (Ground Floor)	1
Commission on Audit (COA)	Fine Arts Bldg. (Ground Floor)	1
Bids and Awards Committee	Fine Arts Bldg.-Motorpool (Second Floor)	1
<b>TOTAL</b>		<b>39</b>

12. The SERVICE PROVIDER shall perform the installation, testing, commissioning of all equipment. All necessary tests, services and inspections to assure the system functions shall be checked and approved before the acceptance test. Consideration shall be given to the fact that installation or tests of other systems within the same building may be carried out during the same period.
13. The SERVICE PROVIDER shall integrate all desktop and laptop computers in every division and office to enable network-based printing and scanning functionalities either via LAN or via Wi-Fi connection..
14. The SERVICE PROVIDER shall provide NMP's Information and Communications Technology Section and General Administrative Services Division to have the right to observe during the installation procedures.
15. Prior or during the installation, the SERVICE PROVIDER shall conduct Technical Training to NMP personnel for the administration, operation, maintenance and handling of the products to be supplied.
16. All components essential to the proper functioning of the project are provided at no additional expense.

#### **RENTAL SERVICE CHARGES**

The National Museum of the Philippines in Central office print and photocopy with at least **Two Hundred Twenty-Two Thousand and Three Hundred (222,300)** documents consist of different size of paper (A4, Long/Folio and A3) in a month.

- 195,000 – Black copy (1.4 php per page)
- 27,300 – Color copy (5.25 php per page)

Rental Charges for 39 units	P 2,500,000.00
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4. This Rental charge covers all consumables such as toners, drums, developer, etc. excluding the paper.
5. The minimum monthly copy volume requirement shall be accumulated Two Hundred Twenty-Two Thousand and Three Hundred (222,300) copies for the Thirty-Nine (39) contracted machines assigned at NMP Complex. and shall be paid flat rate of the bid price inclusive of all appropriate cost and applicable taxes.
6. Copies made in excess of the minimum contracted volume of Two Hundred Twenty-Two Thousand and Three Hundred (222,300) copies will be computed based on the bid price per copy, inclusive of all appropriate costs and applicable taxes based on the meter reading report less 2% allowable spoilage.

**QUALIFICATIONS OF THE SERVICE PROVIDER:**

7. The SERVICE PROVIDER must be competent and experienced in the field of leasing and maintenance of copier machines with a minimum of three (3) years prior experience on similar projects.
8. The SERVICE PROVIDER shall present at least three (3) service performance satisfaction evaluation reports/certificates with at least Very Satisfactory rating (for the last 5 years) or its equivalent rating. In the event that the Prospective Bidder has rendered services to the NMP, that is similar to the project to be bid, and within the said time frame, performance evaluation issued by the NMP shall be included in the list of the required certifications/performance rating to be submitted.
9. The SERVICE PROVIDER is required to submit a company profile, list of present and previous clients, and certifications issued by past/present clients indicating the SERVICE PROVIDER's Certificate of Completion.
10. The SERVICE PROVIDER shall submit to NMP, the proposed delivery of materials, tools and equipment, and manpower schedules for proper monitoring five (5) calendar days after the kick-off meeting.
11. The SERVICE PROVIDER shall submit samples and/or technical brochures of all materials to be used in the project within ten (10) calendar days upon receipt of Notice to Proceed which include but may not be limited to the following for NMP's approval:
  - a. Materials/Brochure with technical specifications
  - b. Manufacturer's printed Product Installation Instructions.
12. The service provider must not be blacklisted by any government agency for the last five years.

**RESPONSIBILITIES OF THE SERVICE PROVIDER:**

7. The SERVICE PROVIDER shall supply all consumables, i.e., toner, developer, etc., and shall be account of the SERVICE PROVIDER excluding copy paper.

8. The SERVICE PROVIDER shall be responsible for the proper execution and coordination of their work. They shall schedule and program all necessary work activities according to the specified completion period.
9. The SERVICE PROVIDER shall be responsible for the disposal of empty cartridges, toners, drums, and other waste materials obtained from the repairs and maintenance of the equipment outside of the NMP premises.
10. The SERVICE PROVIDER shall protect adjacent areas against any damage by their employees, or by their materials, equipment and tools during the execution of the work. Any damage done by their employees shall be repaired at his own expense, without additional compensation beyond the contract.
11. The SERVICE PROVIDER shall respond to requests for on-site services from the NMP within a maximum of four (4) hours during regular working days. In the event of prolonged or recurring mechanical failure of the unit/s that cannot be repaired within twenty-four (24) hours, the SERVICE PROVIDER shall provide replacement unit/s.
12. The SERVICE PROVIDER shall deploy technicians to conduct monthly, or as needed, unit inspections and calibrations to ensure optimal machine performance at no additional cost to NMP. These technicians shall report to NMP, with the assistance of ICT, Monday through Friday, from 8:00 AM to 5:00 PM. Any damaged or unserviceable parts shall be repaired or replaced at no cost to NMP for the duration of the lease contract.

#### **RESPONSIBILITIES OF THE NMP**

7. The machines, including all of its accessories, shall remain the property of the SERVICE PROVIDER. The NMP shall not make any alterations on the machines, nor sell, dispose, transfer, rent, pledge or mortgage, execute any other contract, or otherwise deal with the machines in any manner which may be prejudicial to the rights of the SERVICE PROVIDER
8. In case of any violation by a third party of the property rights of the SERVICE PROVIDER, regardless of any reason, including, but not limited to, execution, provisional attachment and disposition of any kind of the photocopying machines, the NMP shall immediately inform the SERVICE PROVIDER, and the NMP shall be free from any liability not being privy to the third party's claim against the SERVICE PROVIDER. The contract between the NMP and the SERVICE PROVIDER shall, however, remain in full force and effect.
9. The SERVICE PROVIDER shall continue performing its obligations under the contract and shall immediately replace the machines, as the case may be. A period of two (2) Working days from notice is deemed sufficient in order for the SERVICE PROVIDER to replace the machines.
10. The NMP shall take care of the machines with utmost diligence and shall not allow unauthorized persons to operate it. Any damage to the machines due to improper operation by unauthorized persons shall be charged to, and paid for, by the accountable/responsible employee of the NMP.
11. The SERVICE PROVIDER shall make such inspections, adjustments and maintenance as may be required to keep the machines in good working condition and as may be required by the NMP. Such inspections, adjustments and maintenance shall be free of charge.
12. Replacement parts for the machines shall be supplied by the SERVICE PROVIDER free of charge. Repairs shall likewise be affected by the SERVICE PROVIDER without any charge.

#### **SUBMITTALS**

<p>2. The CONTRACTOR shall provide a monthly Statement of Account and original copies of Sales Invoice with monthly Consumption Report and Meter Reading Report duly witnessed and verified by the end-user representatives as basis for the monthly payment of copier charges.</p>
<p><b>SOURCE OF FUND:</b> GAA FY 2025</p>
<p><b>APPROVED BUDGET FOR CONTRACT:</b> The Approved Budget of the Contract (ABC) is Two Million Five Hundred Pesos (2,500,000.00) inclusive of VAT and all applicable taxes.</p>
<p><b>COMPLETION TIME:</b> The project entitled “Leasing of Photocopiers for NMP Complex” is until <b>December 31, 2025</b>.</p>
<p><b>TERMS OF PAYMENT:</b> Payment shall be made on a monthly basis.</p>
<p><b>WARRANTIES AND GUARANTEES:</b></p> <p>The warranty coverage shall be in accordance with Section 62.1 of the 2016 Revised IRR of RA 9184.</p> <p><b>Non-Disclosure Agreement</b> The Service Provider agrees that any information that may be acquired and/or possessed during the rendering of services by the technical specialist assigned to the NMP shall not be disclosed to or provided to any unauthorized person, partnership firm, or corporation. The technical specialists are prohibited from making unauthorized use of or access to IT resources that could compromise systems. For this, an assigned specialist to the NMP shall be required to execute the Undertaking on Non-Disclosure appended hereto.</p>
<p><b>LIQUIDATED DAMAGES:</b> When the SERVICE PROVIDER fails to satisfactorily deliver goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the SERVICE PROVIDER shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, an amount equal to 1/10 of 1% of the cost of the delayed contract scheduled for every day of delay until such goods are finally delivered and accepted by the procuring entity concerned. In no case shall the sum of the liquidated damages exceed 10% of the total contract price, in which the procuring entity concerned may rescind the contract and impose appropriate sanctions over and above the liquidated damages.</p>
<p><b>PRE-TERMINATION CLAUSE:</b> The contract is effective on the date indicated in the NTP and shall remain in full force for the duration contract which shall be based on the volume or number of copies as indicated during the award of the contract. There will be no price change within the contract duration or until terminated by either party (NMP or SERVICE PROVIDER) upon prior written notice by either party. The termination process shall follow the prescribed procedure under IRR-A R.A. 9184.</p> <p>The NMP reserves the right to pre-terminate the contract by serving written notice on the SERVICE PROVIDER. If the SERVICE PROVIDER does not appeal or seek reconsideration of the decision to pre-terminate within Fifteen (15) calendar days from receipt of the notice, the contract is deemed terminated. The grounds for the termination of the contract by the NMP include but not limited to the following:</p> <p>3. Violation(s) of any of the terms and conditions of the Contract; and</p>



4. Any other act or omission by the SERVICE PROVIDER which is detrimental or prejudicial to the interest of the NMP, its employee(s), or the public.