

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Supply and Delivery of Technical -Vocational- Livelihood (TVL) Equipment Packages to Public Senior High Schools Lot 5

Project Identification Number: CPB-05-2025

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.

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.



Republic of the Philippines
Department of Education
 Region VI-Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

INVITATION TO BID FOR
Supply and Delivery
of Technical-Vocational-Livelihood (TVL) Equipment Packages
to Public Senior High Schools Lot 5
 PROJECT NO. CPB-05-2025

1. The Department of Education, through **FY 2025 GAA** intends to apply the sum of **Three Hundred Twenty-Three Thousand One Hundred Seventy Pesos (Php 323,170.00)** being the ABC to payment under the contract **Supply and Delivery of Technical-Vocational-Livelihood (TVL) Equipment Packages to Public Senior High Schools Lot 5**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Description	Quantity	Contract Duration	Location of Delivery	Approved Budget for the Contract (ABC)
sets of tools and equipment, each set is composed of:		90 CD	Colonia Divina Integrated School Brgy. Colonia Divina, Sagay City, Negros Occidental	Php 323,170.00
Body Brush, Prosthetic	3 pcs			
Bowl, Mixing, plastic	3 pcs			
Bowl, Shampoo	3 units			
Brush, Applicator	12 pcs			
Brush, Hair	12 pcs			
Cap, Frosting, with hook	12 pcs			
Cap, Heating	1 unit			
Cape	12 pcs			
Chair, High	3 pcs			
Chair, Hydraulic	3 units			
Clamp	18 pcs			
Clamp, Duck bill	18 pcs			
Clipper, Hair	3 sets			
Comb, Afro	12 pcs			
Comb, All Purpose	12 pcs			
Comb, Haircutting	12 pcs			
Comb, Large Toothed	12 pcs			
Comb, Tail	12 pcs			
Comb, Teasing	12 pcs			
Comb, Wide tooth	12 pcs			
Crimpers	3 pcs			

Curling Iron	3 pcs			
Drip pan	3 pcs			
Dryer, Hair	3 units			
Gloves, Disposable	30 box			
Gloves, Rubber	30 pair			
Gown, Smock	6 sets			
Hairclips	60 pcs			
Hairnet, Invisible	60 pcs			
Hairpin	30 boxes			
Headband	18 pcs			
Headband, Flannel	18 pcs			
Infrared Iron	3 units			
Mirror, Hand	3 pcs			
Mirror, Modular	1 pc			
Prong Clip, double	18 pcs			
Prong clip, Single	18 pcs			
Razor, straight	3 sets			
Roller pins	3 sets			
Rollers, Jumbo	18 pcs			
Rollers, Large Sized	18 pcs			
Rollers, Medium sized	18 pcs			
Scissor, Cutting	6 pcs			
Scissor, Thinning	6 pcs			
Scoop	6 pcs			
Shower Cap	12 pcs			
Spatula	12 pcs			
Spray Bottle	6 pcs			
Steamer, Hair	2 units			
Stool	3 units			

2. The Department of Education now invites bids for the above Procurement Project. Delivery of the Goods is required within **90 CD**. Bidders should have completed, within three (3) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
 - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from Department of Education-Division of Sagay City and inspect the Bidding Documents at the address given below during office hours at 8 a.m.-5 p.m.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **April 24-May 15, 2025** from the given address and website 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 Hundred Pesos (Php 500.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees through electronic means.
6. The Department of Education Division of Sagay City will hold a **Pre-Bid Conference on April 30, 2025; 2:00 p.m. at the Division Office Conference Room**. Link will be provided to prospective bidders who opt to join virtually.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below **on or before May 15, 2025; 9 a.m.** 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 **May 15, 2025; 9 a.m** at the Conference Room of the New Division Office, Sitio Chloe, Brgy. Rizal, Sagay City. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The Department of Education 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.
11. For further information, please refer to:

JOMELYN G. BELEGANIO
BAC Secretariat
DepEd-Division of Sagay City
Sitio Chloe, Brgy. Rizal, Sagay City
sagaycity.bac@deped.gov.ph
0951-974-9647

12. You may visit the following website: For downloading of Bidding Documents: depedsagay.com

(Sgd.) MARK ANTHONY J. TAN, PhD
Chief Education Supervisor
OIC, Office of the Assistant Schools Division Superintendent
BAC Chairman

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, Department of Education-Division of Sagay City wishes to receive Bids for the **Supply and Delivery of Technical-Vocational-Livelihood (TVL) Equipment Packages to Public Senior High Schools Lot 5** with identification number **CBP-05-2025**.

The Procurement Project (referred to herein as “Project **CBP-05-2025**”) is composed of 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 **CY 2025** in the amount of **Three Hundred Twenty-Three Thousand One Hundred Seventy Pesos (Php 323,170.00)**.

2.2. The source of funding is:

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

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

5.2.

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

- b. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements:
 - i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies* of the ABC for this Project; and
 - ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

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

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that:

- a. **Subcontracting is not allowed.**

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time 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 3 years prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in:

- a. Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until **September 12, 2025**. 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 original copy and two photocopies 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.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

¹ In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

Option 1 – One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.2. 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.

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: <ul style="list-style-type: none"> a. supply and delivery of Educational Materials and Supplies; General Merchandise b. completed within 3 years prior to the deadline for the submission and receipt of bids.
7.1	No further instructions.
12	The price of the Goods shall be quoted DDP (Delivered Duty Paid).
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> a. The amount of not less than Six Thousand Four Hundred Sixty-Three Pesos and Forty Centavos (Php6,463.40), 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 Sixteen Thousand One Hundred Fifty-Eight Pesos and Fifty Centavos (Php16,158.50) if bid security is in Surety Bond.
19.3	The lot and reference is: supply and delivery of sets of tools and equipment (please see technical specifications)
20.2	No further instructions.
21.2	No further instructions.

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 prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

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

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

5. Warranty

- 6.1. 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.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

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	
	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>“The delivery terms applicable to this Contract are delivered at DepEd-Division of Sagay City. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is</p> <p style="padding-left: 40px;">Dannie Clark M. Uguil OIC-Schools Division Superintendent</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ul style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
	<ul style="list-style-type: none"> 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. f. <i>[Specify additional incidental service requirements, as needed.]</i> <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>

Spare Parts –

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

Select appropriate requirements and delete the rest.

- a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
- b. in the event of termination of production of the spare parts:
 - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
 - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the cost thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of *[indicate here the time period specified. If not used indicate a time period of three times the warranty period]*.

Spare parts or components shall be supplied as promptly as possible, but in any case, within *[insert appropriate time period]* months of placing the order.

Packaging –

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>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic</p>

	<p>Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<i>[If partial payment is allowed, state]</i> “The terms of payment shall be as follows: _____.”
4	The inspections and tests that will be conducted during post qualification process

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.

Description	Quantity	Delivered, Weeks/Months
(HAIRDRESSING) sets of tools and equipment, each set is composed of:		90 CD
Body Brush, Prosthetic	3 pcs	
Bowl, Mixing, plastic	3 pcs	
Bowl, Shampoo	3 units	
Brush, Applicator	12 pcs	
Brush, Hair	12 pcs	
Cap, Frosting, with hook	12 pcs	
Cap, Heating	1 unit	
Cape	12 pcs	
Chair, High	3 pcs	
Chair, Hydraulic	3 units	
Clamp	18 pcs	
Clamp, Duck bill	18 pcs	
Clipper, Hair	3 sets	
Comb, Afro	12 pcs	
Comb, All Purpose	12 pcs	
Comb, Haircutting	12 pcs	
Comb, Large Toothed	12 pcs	
Comb, Tail	12 pcs	
Comb, Teasing	12 pcs	
Comb, Wide tooth	12 pcs	
Crimpers	3 pcs	
Curling Iron	3 pcs	
Drip pan	3 pcs	
Dryer, Hair	3 units	
Gloves, Disposable	30 box	
Gloves, Rubber	30 pair	
Gown, Smock	6 sets	
Hairclips	60 pcs	
Hairnet, Invisible	60 pcs	
Hairpin	30 boxes	
Headband	18 pcs	
Headband, Flannel	18 pcs	
Infrared Iron	3 units	
Mirror, Hand	3 pcs	

Mirror, Modular	1 pc	
Prong Clip, double	18 pcs	
Prong clip, Single	18 pcs	
Razor, straight	3 sets	
Roller pins	3 sets	
Rollers, Jumbo	18 pcs	
Rollers, Large Sized	18 pcs	
Rollers, Medium sized	18 pcs	
Scissor, Cutting	6 pcs	
Scissor, Thinning	6 pcs	
Scoop	6 pcs	
Shower Cap	12 pcs	
Spatula	12 pcs	
Spray Bottle	6 pcs	
Steamer, Hair	2 units	
Stool	3 units	

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

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

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

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

Sample Clause: Equivalency of Standards and Codes

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

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

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

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

Technical Specifications

Description	Unit	Quantity	Delivery Period	Statement of Compliance
(HAIRDRESSING) sets of tools and equipment, each set is composed of:			90 CD	<i>Bidders must state here either "Comply" or "Not Comply"</i>
Body Brush, Prosthetic Material: Stiff nylon Bristle Size: at least 41.8 cm x 6.5 cm (over-all size) Brush height: 8mm(minimum) With wooden handle	pcs	3		
Bowl, Mixing, plastic Material: Plastic Inner Diameter: 10.5 cm (minimum) Height: 6cm (minimum) Thickness is 2mm (minimum) Any Color Non toxic	pcs	3		
Bowl, Shampoo Bowl material: ABS plastic With Adjustable stand (Height: 39 inches to 54 inches) Minimum Bowl Dimensions: 19 inches(L) x 20 inches(W) x 10 inches(H); With Sealed foam rubber neck rest for shampoo bowls With Hose attachment of 7 ft. long(minimum) Stainless steel frame Portable type Packed with shipping carton box Branded"	units	3		
Brush, Applicator Material: Plastic Non-toxic Size: Small=190mm length Medium=270mm Large=300mm Handle with:70mm(minimum) Width of tip: 80mm (minimum) With Hair Coloring Dyeing Board Packed with plastic pouch	pcs	12		
Brush, Hair Material: Plastic Bristle Paddle brush type Wooden handle Minimum width:2inches Non-toxic Packed with protective carton box	pcs	12		
Cap, Frosting, with hook Cap material: Silicone Type: Reusable, perforated cap One size fits all or at least 31cm x 22cm With Pre-cut Tipping Guides With Bleed proof inner liner With a rounded metal hook to pull hair through the ready-made perforations Any color Packed with plastic pouch	pcs	12		
Cap, Heating	unit	1		

Waterproof cloth material. Cordless type To fit an average size head (21-24 inches) Stretch up to 29 inches Unisex Hair care treatment styling Reversible and reusable, Non-toxic Includes with User's Guide in English that contains: a. Diagram of the parts with their names b. Operating procedure on how to use the equipment c. Safety precaution when using the equipment d. Basic troubleshooting and maintenance procedure Packed with protective carton box				
Cape Polyester cloth Size: at least 125 cm x 140 cm Any color Hairstyling type Non-toxic Packed with plastic pouch	pcs	12		
Chair, High Bar stool material: metal, painted with anti-rust Width of the chair :15 inches minimum Height :33 inches (minimum) Synthetic Leather seat material Barstool crown back type With rubber ring of barstool for anti-skidding	pcs	3		
Chair, Hydraulic Material: Metal base Size:Length59 cm, width54 cm, height from 51-78cm Hydraulic pump can be up and down by pedaling Load capacity:180kg Hydraulic styling chair type Heavy duty hydraulic pump for height adjustable and 360' rotation Hydraulic Pump Build in for Adjusting the Seating Height. With foot rest Lockable hydraulic pump for safety feature With User's Manual in English which includes: a. parts manual with labels, b. assembly instructions, c. operating procedures, Packed with transport protective carton box	units	3		
Clamp Material: Plastic Overall length: 9.5cm	pcs	18		
Clamp, Duck bill Material: Metal Length: 11 cm (minimum) High elasticity stainless steel spring. Non slip handle	pcs	18		
Clipper, Hair Body material: Hard Plastic Blade material: Carbon Steel Capacity:6 watts (minimum) Complete with blade guard and 4 comb attachments (#1, #2, #3, #4) Motor: Magnetic type, Corded,12V AC/DC adaptor Delivers 1,400 Strokes per Minute, . With complete accessories including the cleaning brush. With cord 2meters length minimum With User's Manual in English which includes: a. parts manual with labels, b. assembly instructions, c. operating procedures,	sets	3		

Packed with protective carton box Should have available spare parts nationwide for a period of 5 years (min.) after purchase and not in end of life as reflected in the current product line as found in the manufacturer's official website or official product brochure or similar literature and in the manufacturer's certificate issued for the purpose Branded"				
Comb, Afro Material: Plastic Size: Overall length at least 7 inches Width: 3.25 inches(minimum) Number of teeth: 12 teeth (minimum) ; Teeth height: 2.5 inches long (minimum) Non-toxic Packed with plastic pouch	pcs	12		
Comb, All Purpose Material: Plastic Size#3 or at least 18 cm long (minimum) Has both fine and medium teeth position on one side only Height of the teeth: 2 cm (minimum) Non-toxic Packed with plastic pouch	pcs	12		
Comb, Haircutting Material: Hard plastic Length including the handle:180mm (minimum) Width: 30mm (minimum) With detachable steel blades and blade holder With two sides for a different cuts With extra blades Packed with protective carton box	pcs	12		
Comb, Large Toothed Material: Plastic Size: at least 15 cm Number of teeth: 10 teeth (minimum) Gap between Comb's teeth: 0.4 to 0.5 cm gap from one another Teeth size: at least 0.3 cm in width x 4cm in length Any Color Non-toxic Packed with plastic pouch	pcs	12		
Comb, Tail Material: Plastic Size : 8 inches(L)minimum x 1 inches (W) minimum Tail length: 4 inches(minimum) Tooth length: 3/4 inch(minimum) Any color Packed with plastic pouch	pcs	12		
Comb, Teasing Material: Plastic With 2 rows of teeth 1 straw: Large teeth with at least 25 mm long 2nd row: Small Teeth with at least 19 mm long Over-all Comb Size: 20 cm (L) minimum x 3.8 cm (W) minimum Any color Non-toxic Packed with plastic pouch	pcs	12		
Comb, Wide tooth Material: Plastic	pcs	12		

Size: at least 15 cm Number of teeth: 10 teeth (minimum) Gap between Comb's teeth: 0.4 to 0.5 cm gap from one another Teeth size: at least 0.3 cm in width x 4cm in length Any Color"				
Crimpers Power: 25 watts(minimum) Size: at least 38 cm x 15.5 cm x 9 cm Maximum temperature :200 Centigrade With variable heat setting. With On/off switch button Rated voltage: 110 -230Volts AC with power cord With plastic handle"	pcs	3		
Curling Iron Ceramic Curling iron Capacity:65watts Voltage: 210-240Volts AC with power cord Barrel size: 1 inch(minimum) Adjustable heat setting with maximum temperature of 200 degree Centigrade Swivel cord up to 360 degree Cylindrical shape Plastic handle for safety purpose Packed with protective carton box Branded"	pcs	3		
Drip pan Material: Hard plastic Size: at least 17.5 x 25.8 x 1 inches Thickness: 1/8 inch (minimum) Any Color Shallow rectangular type Packed with carton box	pcs	3		
Dryer, Hair Power: 1000W Rated Voltage: 220VAC At least (L x W x H): 18.5cm x 16cm x 6.5cm With plastic handle design Packed with carton box with Styrofoam holder With User's Manual in English which includes: a. parts manual with labels, b. assembly instructions, c. operating procedures, Branded"	units	3		
Gloves, Disposable Material: Plastic Size: at least 25cm x 23cm Color: Any color Packaging is 100 pcs per box"	box	30		
Gloves, Rubber Size: Medium Thickness: 4 mil Any Color Acid resistant Packed with plastic pouch in pairs.	pair	30		
Gown, Smock Material: Polyester Sizes: 1 piece = Small size, at least (50 inches x 56 inches); 1 piece= Medium size, at least (52 inches x 58 inches);	sets	6		

1 piece= Large size, at least (54 inches x 60 inches); Any color Packed with plastic pouch per size				
Hairclips Material: metal Size: at least 67mm x 19mm Color: Any color Non corrosive Packed with plastic pouch	pcs	60		
Hairnet, Invisible Material: Nylon Size: 55mm (minimum) Stretchable and unisex type Color Black Non-toxic Packed with plastic pouch	pcs	60		
Hairpin Material: metal Size: at least 3.5 x 4.5 x 0.5 inches With ball tips Packaging:100 pcs per box Color: Black Non corrosive	boxes	30		
Headband Size: 6inch(minimum) Woven crochet tube top headband Very stretchy, Soft material, comfortable and breathable Any color Packed	pcs	18		
Headband, Flannel Flannel Cloth Size : at least 45 cm (Unstretched Circumference) Width: 8 cm(minimum) Any Color; "	pcs	18		
Infrared Iron Material: Ionic ceramic tourmaline-infused plates and ABS Plastic body Power:70watts(minimum) Power Rating: 220-240 Volts AC; Over-all Size: 24 cm long (minimum) Heating plate size up to 50 mm Heating time: within 30 seconds; Variable Heat settings: From 250 to 450 Degrees Fahrenheit With digital temperature control Safety Mode: Auto shut off after 60 minutes; With swivel cord Comes with storage pouch Branded"	units	3		
Mirror, Hand Mirror size 15 cm diameter (minimum) Frame thickness including mirror glass: 6.5mm(minimum) Over-all length with the handle is 20 cm (minimum) Clear Mirror with no distortion Frame and handle are made of plastic Plane mirror type Packed with carton box with Styrofoam protection	pcs	3		
Mirror, Modular Mirror type: plain mirror Mirror Material: Glass	pc	1		

Frame material: Aluminum (cut to fit) Dimensions (HxW): 75 cm x 65 cm (minimum) Mirror thickness: 6mm (minimum) Smooth surface, no sharp edges and cracks Packed with protective carton box				
Prong Clip, double Material: steel Nickel or chrome base plated Size: 45 mm minimum Hairstyling clip type Packed with plastic handle	pcs	18		
Prong clip, Single Material: steel ,plated Size: 55 mm (minimum) Type: Single-prong Clip Packed with plastic pouch	pcs	18		
Razor, straight Blade material: High carbon steel Type: Foldable Straight Razor, replaceable blade; Dimensions (LxW): 14 cm x 2 cm (minimum) when folded; Compatible with double-edged razor blades; Package includes 10 pieces blade/box Non corrosive Branded"	sets	3		
Roller pins Material: Metal Size: 60mm long(minimum) Application: Hair roller pins Any color Quantity by dozen(12 pieces)" Non corrosive Packed with plastic pouch	sets	3		
Rollers, Jumbo Material: Plastic approximately 44mm in Diameter x 64mm long	pcs	18		
Rollers, Large Sized Material: Plastic Size: at least 40mm Diameter x 60mm Long Any color Hairstyling type Non-toxic Packed with plastic pouch	pcs	18		
Rollers, Medium sized Material: Plastic; Diameter: 38 mm(minimum) Length: 58mm(minimum) Any color Hairstyling type Non-toxic Packed with plastic pouch	pcs	18		
Scissor, Cutting Material: Stainless steel Total Length: 17cm (minimum) Blade width at least 10 cm Non corrosive Packed with plastic pouch Branded"	pcs	6		
Scissor, Thinning Blade material: High carbon steel Blade Length at least 6cm With straight blade type Style: Right-handed scissor Total Length at least 17cm One side comb cutter Non corrosive Packed with plastic pouch Branded"	pcs	6		

Scoop Material: Plastic Capacity: 1/2 cup (minimum) Rounded edges with handle Thickness: 1.5 mm (minimum) Any Color"	pcs	6		
Shower Cap Material: Plastic Size: one size fits all or 30cm Reusable and Waterproof Packed with plastic pouch Non-toxic Any Color	pcs	12		
Spatula Material: Plastic Dimension: Over-all length of 7.5 cm long, x 1.5 cm wide (minimum) Application: Hair waxing removal Any color Non Toxic Packed with plastic pouch	pcs	12		
Spray Bottle Material: Transparent Plastic Capacity: 300ml (minimum) Trigger type Sprayer Dimension: at least Diameter of Bottom is 7 cm and the height is 17cm	pcs	6		
Steamer, Hair Power 450 watts(minimum) Rating is 220 Volts/50-60Hz Hood material: Polycarbonate Hood has at least 30 cm diameter opening x 25 cm deep Timer setting is up to 60 minutes With at least 32 ounce water reservoir Adjustable height from 100 to 150cm With at least 5 swivel caster With User's Manual in English which includes: a. parts manual with labels, b. assembly instructions, c. operating procedures, Should have available spare parts nationwide for a period of 5 years (min.) after purchase and not in end of life as reflected in the current product line as found in the manufacturer's official website or official product brochure or similar literature and in the manufacturer's certificate issued for the purpose Branded"	units	2		
Stool Material: Metal, electroplated Load capacity: 150kg Design: Swivel stool with backrest With Hydraulic lift to adjust height freely. With Thick sponge cushion. With at least four caster wheels. With Thick sponge cushion. Swivel stool with backrest No sharp edges Branded"	units	3		

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

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

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

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

Technical Documents

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

Financial Documents

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

or

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

Class “B” Documents

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

or

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

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

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

25 FINANCIAL COMPONENT ENVELOPE

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

