

PHILIPPINE BIDDING DOCUMENTS

**Procurement of
Courier Services
FY 2024
(PB 06-2023)**

National Labor Relations Commission

**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 (ITB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The ITB 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 ITB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the ITB 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 ITB should be incorporated in the Bidding Documents. The information contained in the ITB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



Republic of the Philippines
Department of Labor and Employment
NATIONAL LABOR RELATIONS COMMISSION
Quezon City



Invitation to Bid for the Procurement of Courier Services FY 2024

1. The **National Labor Relations Commission**, through the **National Expenditure Program FY2021** intends to apply the sum of **Eleven Million Five Hundred Thousand Pesos (Php 11,500,000.00)** being the Approved Budget for the Contract (ABC) for **Procurement of Courier Services FY 2024 [PB 06-2024]** under **one (1) lot**. Bids received in excess of the ABC shall be automatically rejected at the bid opening.
2. The **National Labor Relations Commission** now invites bids for the above Procurement Project. Delivery of the Goods is required by **FY 2024**. Bidders should have completed, within **five (5) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "**pass/fail**" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
 - 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 the **National Labor Relations Commission** and inspect the Bidding Documents at the address given below from **8am to 5pm, Mondays to Fridays, except holidays**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **November 7, 2023** from the given address and websites 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 **Twenty Five Thousand Pesos (Php 25,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees **in person or through electronic means**.

It may also be downloaded free of charge from the website of the **PhilGEPS** and the website of the **National Labor Relations Commission**, provided that the Bidder shall

pay the applicable fee for the Bidding Documents not later than the submission of their bids.

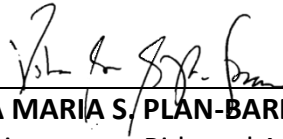
6. The **National Labor Relations Commission** will hold a Pre-Bid Conference on **November 15, 2023 at 10:00 AM**. It shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through **manual submission on** at the office address indicated below on or before **November 28, 2023, 9:00 AM**. 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 **November 28, 2023 at 10:00 AM** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. *With respect to the documentary requirements, the Committee shall accept any of the following:*
 - a. **Original or certified true copies** duly certified by the issuing agency; or
 - b. **Photocopies subject to verification** with the original during the opening of the bids.
11. The **National Labor Relations Commission** 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:

Misses ALNA E. SAMONTAÑEZ / JENNIFER D. CANOY
BAC Secretariat thru the Administrative Division
Ground Floor, Ben-Lor IT Center, 1184 Quezon Ave., Paligsahan, 1103 Quezon City
nlrbcacsecretariat2023@gmail.com
(02)8740-7733 / (02)8781-771
www.nlrc.dole.gov.ph

13. You may visit the following websites:

For downloading of Bidding Documents: ***www.nlrc.dole.gov.ph*** and/or ***the PhilGEPS website.***

7 November 2023.



VILMA MARIA S. PLAN-BARRERA
Labor Arbiter / 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.

Instruction to Bidders

1. Scope of Bid

The Procuring Entity, **National Labor Relations Commission**, wishes to receive Bids for the **Procurement of Courier Services FY 2024** with identification number **PB 06-2024**.

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 **FY 2024** in the amount of **Eleven Million Five Hundred Thousand Pesos (Php 11,500,000.00)**.

2.2. The source of funding is the **National Expenditure Program**.

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 **ITB** 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. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project, the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
 - a. For 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 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.
- 5.3. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

The Procuring Entity has prescribed that ***subcontracting shall not be 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 and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **ITB**.

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 **ITB**, 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 **ITB** 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 ***Philippine Pesos***.

14. Bid Security

- 14.1. The Bidder shall submit a ***Bid Securing Declaration*** 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 ***February 29, 2024***. 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.

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 ITB.

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 ITB. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "**passed**", using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

19.2. 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.

19.3. The Project shall be awarded as follows:

One Project that shall be awarded as one contract.

19.4. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

20.1. Within a non-extendible period of ***five (5) calendar days*** from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its ***latest income and business tax returns*** filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

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

Section III. Bid Data Sheet

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	Description
5.3	<p>Eligibility Criteria</p> <p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> a. contracts providing <i>courier services</i>. b. completed within <i>five (5) years</i> prior to the deadline for the submission and receipt of bids.
7.1	<p>Subcontracts</p> <p><i>Subcontracting shall not be allowed.</i></p>
12	<p>Bid Prices</p> <p><i>The price of the Goods/Services shall be based on the current market prices and minimum wage orders and other relevant laws.</i></p>
14.1	<p>Bid Security</p> <p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> a. The amount of not less than <i>Php 230,000.00 (2% of ABC)</i>, 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 <i>Php 575,000.00 (5% of ABC)</i>, if bid security is in Surety Bond, accompanied by certification issued by the Insurance Commission.
15	<p>Sealing and Making of Bids</p> <p>The bidder shall be required to submit <i>seven (7) hard copies</i> of the Technical and Financial components of its Bid.</p> <p>Both Technical Component envelope and Financial Component envelope shall be placed inside one (1) main envelope. It shall be properly signed and sealed.</p>
19.3	<p>Detailed Evaluation and Comparison of Bids</p> <p>The Project shall be awarded in <i>one (1) lot</i>.</p>
20.1	<p>Post-Qualification</p> <p>Within a non-extendible period of <i>five (5) calendar days</i> from receipt by the Bidder of the notice from the BAC-TWG that it submitted the Lowest Calculated Bid, the bidder shall submit its <i>latest income and business tax returns</i> filed and paid through the BIR Electronic Filing and Payment System (eFPS) and <i>other appropriate licenses and permits</i> required by law and stated in the BDS.</p> <p><i>Non-submission of the said documents during the submission of bids shall not render the Bid non-responsive and shall not be a ground of disqualification. But the same shall be submitted during the post-qualification.</i></p>
21.2	<p>Signing of the Contract</p> <p><i>No additional requirement.</i></p>

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.

General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than 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. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

5. Warranty

5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

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

6. Liability of the Supplier

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

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

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	Description
1	<p>Scope of Contract <i>The CSP shall ensure utmost compliance to the following:</i></p> <p>a. Deliver all mail matters personally to the addressees or their authorized representatives during their office hours and within the period specified in the Technical Specifications hereof.</p> <p style="padding-left: 40px;"><i>In the absence or unavailability of the addressees or their authorized representatives, service may be effected by leaving the mail matter with a person at least eighteen (18) years of age and of sufficient discretion residing or holding office at the given address, and only upon presentation and verification of the authenticity of the ID card.</i></p> <p>b. Provide a customized proof of service/delivery or courier's tracking document for each mail matter.</p> <p>c. Exhaust three (3) delivery attempts on three (3) different working days.</p> <p>d. Monitor and track the delivery of all mail matters.</p> <p>e. Provide an online processing, booking, tracking, and monitoring system of mail matters accessible to all NLRC users.</p>
2.2	<p>Terms of Payment</p> <p>a. The CSP shall provide semi-monthly billing statement or Statement of Account (SOA) to the NLRC Management and Fiscal Department – Accounting Unit, which shall be based on the actual number of mail matters picked-up at the designated mailing units or pick-up points.</p> <p style="padding-left: 40px;"><i>For purposes of processing of payment, the CSP shall provide a separate account number for Central Office and NCR Arbitration Branch.</i></p> <p>b. Payment shall be made within ten (10) working days from receipt by the NLRC Management and Fiscal Division - Accounting Unit of the billing statement or Statement of Account (SOA) and other supporting documents prescribed by the Commission on Audit (COA).</p>
4	<p>Inspections and Tests <i>The inspections and tests that will be conducted are:</i></p> <ol style="list-style-type: none"> 1. Conduct of ocular inspection at the official business address; 2. Examination of documents to verify the validity of the submitted Technical Documents; and 3. Others that may be necessary to the TWG in their preparation of the Post Qualification Report. <p><i>BAC-TWG shall coordinate with the winning bidder relative to other requirements and procedures regarding inspections and test.</i></p>

Section VI. Schedule of Requirements

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

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
	Procurement of Courier Services FY 2024			

Note: Winning bidder shall undertake to provide all the requirements indicated under the Technical specifications.

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

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

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

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

Sample Clause: Equivalency of Standards and Codes

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

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

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

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

Technical Specifications

Item	Specification	Statement of Compliance
	<p>PROCUREMENT OF COURIER SERVICES FOR FY 2024</p> <p>Note: Submit the required Updated List of Serviceable Areas <u>not later than the Post-Qualification.</u></p>	

PROCUREMENT OF COURIER SERVICES FOR FY 2024

I. OBJECTIVE

The objective of the procurement of private courier services is to provide the following:

- (a) speedy and efficient delivery and real-time tracking of official documents and other mail matters of the Commission
- (b) an alternative mode of filing under Section 3 Rule III of the 2011 NLRC Rules of Procedure, as amended

II. COVERAGE

The Courier Service Provider (CSP) shall pick up, sort, and deliver all mail matters of the National Labor Relations Commission (NLRC) Central Office (CO) and the National Capital Region Arbitration Branch (NCRAB), including MUNTAPARLAS Satellite Office to NCR and other regions nationwide.

III. PERIOD OF CONTRACT

- (a) The contract shall be for **one (1) year** (FY 2024).
- (b) Upon the expiration of the term, the contract shall automatically continue in full force and effect on a month-to-month basis under the same applicable terms and conditions, unless the NLRC serves a written notice of termination to the CSP. The extended term shall automatically be terminated upon the effectivity of the new contract.
- (c) The contract may be terminated for any valid cause and upon service of a written notice at least thirty (30) calendar days before its effectivity.

IV. **SCOPE OF SERVICES AND REQUIREMENTS**

The CSP shall provide the following services:

- (a) Provide a Certified List of Serviceable Areas, updated on a quarterly basis.
- (b) Supply the following to the designated mailing units regularly:
 - (1) envelope pouches
 - (2) package boxes
 - (3) customized waybills with individual tracking numbers
- (c) Pick up all mail matters at the following designated mailing units from Mondays to Fridays, except on holidays or during work suspensions:
 - (1) Central Office — Central Receiving and Mailing Unit, 1st Floor, Ben-Lor Building, 1184 Quezon Avenue, Quezon City;
 - (2) NCR Arbitration Branch — NCR Mailing Unit, 1st Floor, Ben-Lor Building, 1184 Quezon Avenue, Quezon City;
 - (3) MUNTAPARLAS (Muntinlupa, Taguig, Paranaque, Las Piñas) Field Office — 3rd Floor Valenzuela Bldg., 263 Alabang-Zapote Road, Pamplona III, Las Piñas City.
- (d) Deliver all mail matters personally to the addressees or their authorized representatives during their office hours and within the following periods reckoned from the date of pick-up from the designated mailing units:
 - (1) **For NCR and Luzon – from one (1) to three (3) working days**
 - (2) **For Visayas and Mindanao – from five (5) to seven (7) working days**
 - (3) **For Out of Serviceable Areas (OSA) – from five (5) to seven (7) working days**

In the absence or unavailability of the addressees or their authorized representatives, service may be effected by leaving the mail matter with a person at least eighteen (18) years of age and sufficient discretion residing or holding office at the given address, and only upon presentation and verification of the authenticity of the ID card.

All areas not included in the Certified List of Serviceable Areas are considered

Out of Town Delivery (OTD) or Out of Serviceable Areas (OSA).

(e) Submit proof of delivery or tracking document to the designated mailing units **within three (3) working days** from the date of delivery to the addressee containing the following information:

(1) Printed full name and signature of the addressee

If the recipient is not the addressee, the full name, signature, and relationship with, designation, or position to the addressee.

(2) Date and time of receipt

(3) Name of courier rider or personnel

(4) Number of delivery attempts and reason for unsuccessful delivery

(5) Phone number of the recipient

(f) Provide a **customized** proof of service/delivery or courier's tracking document for each mail matter.

(g) **Exhaust three (3) delivery attempts on three (3) different working days.**

(h) Return the undelivered mail matter to the designated mailing units within the following periods reckoned from the third unsuccessful delivery attempt:

(1) For NCR and Luzon – within three (3) working days

(2) For Visayas and Mindanao – within five (5) working days

(3) For Out of Serviceable Areas (OSA) – within seven (7) working days

The mail matters shall be declared **undelivered after three (3) unsuccessful delivery attempts on three (3) different working days.**

(i) Protect mail matters received from loss, damage, or destruction upon pick-up from the designated mailing units up to delivery to the addressee.

(j) **Monitor and track the delivery of all mail matters.**

(k) Provide the following in case of loss, damage, or impossibility of return to the NLRC and the designated mailing units within the prescribed periods:

For mail matters such as envelope pouches or package boxes:

- (1) Incident Report within twenty-four (24) hours
- (2) Notarized Affidavit of Loss within five (5) working days
- (3) Waiver of the cost of delivery

The contract shall be terminated when NLRC in the exercise of its discretion finds the loss, damage, or misdelivery of mail matters unreasonable or habitual.

For proof of delivery or courier's tracking document:

- (1) Certificate of Disposition or Certified Delivery Receipt within three (3) working days from the date of loss, damage, or absence
- (2) Notarized Affidavit of Loss

(l) Provide an online processing, booking, tracking, and monitoring system of mail matters accessible to all NLRC users.

(m) Provide technical and operational support and services, an official website or platform, customer service contact number, email, and other social media accounts for requests and queries.

(n) Observe strict confidentiality and non-disclosure of information or materials that come into its possession and shall not use the same in any manner or purpose under the Data Privacy Act.

(o) Guarantee an uninterrupted service, except during fortuitous events and acts of nature.

The CSP should possess the following minimum qualifications:

(a) At least **five (5) years of experience** providing nationwide door-to-door delivery service.

(b) Duly registered with the DTI for sole proprietorships owned by Filipino citizens; CDA for cooperatives; or SEC for corporation and partnerships, with at least sixty percent (60%) capital stocks/shares of contributions owned by Filipino citizens.

(c) Authority to Operate from Department of Information and Communications Technology (DICT).

V. CONTRACT PRICE

(a) The Approved Budget for the Contract (ABC) of Procurement of Courier Services for FY 2024 is **Php 11,500,000.00**

(b) Bidders shall submit their bids based on a per piece and estimated number of mails, as follows:

TYPE OF DOCUMENT	WEIGHT <i>(Maximum)</i>	QUANTITY <i>(Estimated average quantity per year)</i>				
		TOTAL	NCR	Luzon	Visayas	Mindanao
Extra-Small Envelope Pouch	500g	147,500	100,000	42,000	2,500	3,000
Small Envelope Pouch	1kg	18,700	15,000	3,000	400	300
Medium Envelope Pouch	2kg	2,000	1,000	600	200	200
Large Envelope Pouch	3kg	1,900	1,000	500	200	200
Extra-Small Package Box	4kg	At least 1	At least 1	At least 1	At least 1	At least 1
Small Package Box	5kg	At least 1	At least 1	At least 1	At least 1	At least 1
Medium or Large Package Box	In excess of 5kg	At least 1	At least 1	At least 1	At least 1	At least 1

(c) In case the total actual amount of courier services within the contract year is less than the amount agreed in the contract, the NLRC shall not be bound to pay the total contract amount.

(d) In case the actual number of mails exceeds the estimated number, the corresponding budget shall be adjusted accordingly, but in no case shall exceed 20% of the approved budget.

(e) The CSP shall not impose a minimum volume per mail matters to be charged per month.

VI. TERMS OF PAYMENT

(a) The CSP shall provide semi-monthly billing statement or Statement of Account (SOA) to the NLRC Management and Fiscal Division-Accounting Unit, which shall be based on the actual number of mail matters picked-up at the designated mailing units or pick-up points.

For purposes of processing of payment, the CSP shall provide a separate account number for Central Office and NCR Arbitration Branch.

- (b) Payment shall be made within ten (10) working days from receipt by the NLRC Management and Fiscal Division-Accounting Unit of the billing statement or Statement of Account (SOA) and other supporting documents prescribed by the Commission on Audit (COA).

VII. LIQUIDATED DAMAGES

- (a) In case of delayed delivery of performance of services, the NLRC shall have the right to impose liquidated damages in an amount equivalent to 1/10th of 1% (0.001) of the cost of the unperformed portion for every day of delay, collectible from any money due or which may become due, or in the absence or insufficiency thereof, from the posted performance security, at the option of the NLRC.
- (b) The computation of liquidated damages shall be reckoned on the date stated in the agreed delivery schedule. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the NLRC may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.

VIII. FOR INQUIRIES

For further inquiry or information, please contact:

MANAGEMENT AND FISCAL DIVISION
NATIONAL LABOR RELATIONS COMMISSION
1184 Ben-Lor Building, Quezon Avenue, Quezon Avenue, Quezon City
Telephone Nos.: 8781-7870 / 8743-3424

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.

PROCUREMENT OF COURIER SERVICES FY 2024

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

CLASS "A" DOCUMENTS

Legal Documents

	(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
	(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,
	(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;
	(d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

	(e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;
	(f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents;
	(g) Bid Security <i>[one of the following]</i> : <ul style="list-style-type: none"> <input type="checkbox"/> Original copy of Notarized Bid Securing Declaration; <input type="checkbox"/> Cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit (2% of ABC) <input type="checkbox"/> Surety Bond with certification issued by the Insurance Commission (5% of ABC)
	(h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable;
	(i) Original duly signed Omnibus Sworn Statement (OSS); and if applicable , Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

	(j) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission;
	(k) <i>One of the following:</i> <input type="checkbox"/> Net Financial Contracting Capacity (NFCC); <input type="checkbox"/> <u>or</u> Committed Line of Credit from a Universal or Commercial Bank in.

CLASS "B" DOCUMENTS

	(l) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence; <u>or</u> 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.
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II. FINANCIAL COMPONENT ENVELOPE

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

Other Documentary Requirements Under RA No. 9184 (As Applicable)

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

Section IX. Bidding Forms

Bid Form

Date: _____
 Invitation to Bid _____
 No.: _____

To: **BIDS AND AWARDS COMMITTEE**
 NATIONAL LABOR RELATIONS COMMISSION
 Ben-Lor IT Center, 1184 Quezon Ave., Paligsahan,
 1102 Quezon City

Gentlemen and Ladies:

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 Schedule of Prices 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 specified 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-Assited 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 Currency	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 on behalf of: _____

Date: _____

Contract Agreement Form for the Procurement of *[insert name of project]*

[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receipt of the Notice of Award]

CONTRACT AGREEMENT

THIS AGREEMENT made on the ____ day of _____ 2024 between NATIONAL LABOR RELATIONS COMMISSION 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 Procurement of *[insert name of project]* 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 part of this Agreement, *viz.*:
 - a. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
 - b. Winning bidder’s bid, including the Eligibility requirements, technical and Financial Proposals, and all other documents or statements submitted;
 - c. 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;
 - d. Performance Security;
 - e. Notice of Award of Contract; and the Bidder’s conforme thereto; and
 - f. 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, *[Name of the Bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *NATIONAL LABOR RELATIONS COMMISSION* 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:
National Labor Relations Commission

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

for:
[Insert Name of Bidder]

Acknowledgment

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

Omnibus Sworn Statement

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 *National Labor Relations Commission*, 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 *National Labor Relations Commission*, 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 following responsibilities as a Bidder:

a. Carefully examine all of the Bidding Documents;

b. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c. Made an estimate of the facilities available and needed for the contract to be bid, if any; and

d. Inquire or secure 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 ___, 2023 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

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

BID SECURING DECLARATION **Invitation to Bid:** *[Insert Reference number]*

To: **BIDS AND AWARDS COMMITTEE**
NATIONAL LABOR RELATIONS COMMISSION
Ben-Lor IT Center, 1184 Quezon Ave., Paligsahan,
1102 Quezon City

I/We¹, 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 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 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;
 - (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].

¹ Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

*[Insert NAME OF BIDDER'S AUTHORIZED
REPRESENTATIVE]
[Insert Signatory's Legal Capacity]
Affiant*

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

MCLE No. _____ *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

Affidavit of Undertaking

[For Procurement of Janitorial and Security Services]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) SS.

AFFIDAVIT OF UNDERTAKING

I, _____, of legal age, single/married, Filipino, with residence and postal address at _____, after having been duly sworn to in accordance with law, do hereby depose and state:

1. That I am the owner/proprietor/manager/duly authorized representative of _____, a domestic corporation organized under Philippine Laws, with business address at _____;
2. That as a licensed security agency, the agency and its responsible officers under law do fully comply with Department of Labor and Employment (DOLE) Department Order No. 131-B (Revised Rules on Labor Laws Compliance System);
3. That the corporation has acquired a prior Certificate of Compliance on General Labor Laws Standards and Safety and Health Standards as required. However, due to DOLE Advisory effective June 1, 2017, there is an on-going review of DOLE DO 131-B and that issuance of the above-mentioned certifications was suspended until further notice. Further, that agency's updated Certificates of Compliance cannot be secured and/or presented at the present time.
4. That in lieu of the submission of the above-mentioned certificates, the agency and its responsible officers represented by the affiant, undertake to comply with all the requirements and conditions set under DOLE DO No. 131-B and all relevant laws, and to submit required certificates of Compliance to the Bids and Awards Committee of the National Labor Relations Commission once the same has been issued;
5. That in my capacity as _____ of _____, I hereby DECLARE and ASSUME full responsibility in the orderly compliance with the requirements as above-mentioned and under relevant labor laws standards;
6. That I likewise DECLARE and ASSUME full and complete responsibilities for all consequences which may arise in connection with the above-mentioned undertaking;
7. That I am executing this Affidavit of Undertaking in compliance with the requirements set forth in the bidding for the Procurement of Janitorial Services FY 2023 of the National Labor Relations Commission.

In witness hereof, I hereby set my hand this _____ day of _____ 2023, in _____, 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]

