

ANNEX “B”

Bidding Forms/ Templates



REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Tanggapang Pampanguluhan sa Operasyong Pangkomunikasyon
Malacañang, Manila

**Statement of ALL Ongoing Government and Private Contracts
(Including Contracts Awarded but not yet Started)**

NAME OF PROJECT :

BIDDER'S COMPANY NAME :

COMPANY ADDRESS :

ITEM NO.	a) Name of Contract b) Date of Contract c) Contract Duration	Owner's Name and Address/Party Contracting with Bidder	Kinds of Goods	a) Amount of Contract b) Value of Outstanding Contracts	Date of Delivery
GOVERNMENT					
	a) b) c)			a) b)	
PRIVATE					
	a) b) c)			a) b)	

Instructions:

1. Please indicate the correct and complete information required for each contract.
2. Date of Delivery indicates the projected date/s provided in their respective contracts
3. In case there are no ongoing contracts, pls. put N/A or None.

Submitted by : _____ Designation: _____ Date: _____
(Printed Name and Signature)



REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Tanggapang Pampanguluhan sa Operasyong Pangkomunikasyon
Malacañang, Manila

Statement of the Single Largest Completed Contract

NAME OF PROJECT :

BIDDER'S COMPANY NAME :

COMPANY ADDRESS :

a.) Name of Contract b.) Date of Contract c.) Contract Duration	Owner's Name and Address/Party Contracting with the Bidder	Kinds of Goods	Amount of Completed Contract	Date of Delivery

Instructions:

1. Please indicate the correct and complete information required for each contract.
2. Attach End-user's Acceptance OR Official Receipt(s) OR Sales Invoice issued for the Contract
3. If no completed contract, please put N/A or None.

Submitted by : _____
(Printed Name and Signature)

Designation : _____

Date : _____

Bid Securing Declaration Form

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

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

BID SECURING DECLARATION **Project Identification No.: *[Insert number]***

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

I/We, the undersigned, declare that:

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

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

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

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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

AFFIDAVIT

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

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

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

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

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

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

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

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

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

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

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

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

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

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

BID FORM

Date : _____
Project Identification No. : _____

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

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

If our Bid is accepted, we undertake:

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

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

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

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

(if none, state "None")]

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

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

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

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

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

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Price Schedule for Goods Offered from Within the Philippines
[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ Page ___ of ___

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

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Conformity with Technical Specifications

Bidders must state “**Comply**” in the column “**Statement of Compliance**” against each of the individual parameters of each “Specifications.”

Item No.	Product Description	Quantity	Unit of Measure	Statement of Compliance
LOT 1: GENERAL SUPPLIES (Commonly Use Supplies)				
1	BALIKBAYAN BOX (Travel Box) Size: 20x20x20 inches Thickness: 3ply, 4.5-5mm	319	boxes	
2	BALLPOINT PEN with cap, 0.7mm color: Black	2,313	pieces	
3	BALLPOINT PEN with cap, 0.7mm color: Blue	1,440	pieces	
4	BALLPOINT PEN with cap, 0.7mm color: Red	248	pieces	
5	BATTERY DRY CELL, AA, 2pcs per blister pack	482	packs	
6	BATTERY DRY CELL, AAA, 2pcs per blister pack	377	packs	
7	CDR-W, speed: 4x700MB (with case)	100	pieces	
8	CORRECTION TAPE, film base type with protective cap, Color: white opaque; Dispensing Mechanism: gear type	744	pieces	
9	DVD REWRITABLE, speed: 4x min., 4.7 GB capacity min (minus)	100	pieces	
10	ELECTRIC TYPEWRITER RIBBON, compatible with Olympia, Model: Compact 5DM	12	pieces	
11	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box, Kraft paper, size: 229mm x 324mm (-2mm)	6	boxes	
12	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box, Kraft paper, size: 254mm x 381mm (-2mm)	6	boxes	
13	ERASER FOR ELECTRIC TYPEWRITER RIBBON (compatible with Olympia, Model: Compact 5DM)	24	pieces	
14	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, compatibility: MS Windows and Mac OS	50	units	
15	FILE/STORAGE BOX WITH LID *Outside Dimension: 12 (Width) x 11 (Height) x 15 (Length) *Chipboard: 3mm thick (min) *Leatherette paper for outside cover *Front of the box: with pocket for label insert *Color: Red	88	boxes	

16	FLASH DRIVE 16GB, USB 3.0, with built-in USB interface cover (e.g. swivel, slide/retractable type), with carrying strap (neck/wrist)	350	pieces	
17	FLASH DRIVE 32GB, USB 3.0, with built-in USB interface cover (e.g. swivel, slide/retractable type), with carrying strap (neck/wrist)	121	pieces	
18	MANUAL TYPEWRITER RIBBON (Compatible with Olympia typewriter), Color: black nylon	12	pieces	
19	MAP/PUSH PINS (colored plastic tacks), approx. 50 pieces per box/pack	20	packs	
20	PERMANENT MARKER, Broad type, Black	240	pieces	
21	PERMANENT MARKER, Broad type, Blue	180	pieces	
22	PERMANENT MARKER, Broad type, Red	120	pieces	
23	NOTE PAD, Stick-on, 50mm x 76mm (2" x 3") min 100 sheets per pad Adhesive Strength: standard Ability: stick and re-stick Adhesive must last for at least 30 days from first use, must be easily removable from pad/surface without adhesive transfer	250	pads	
24	NOTE PAD, Stick-on, 76mm x 76mm (3" x 3") min 100 sheets per pad Adhesive Strength: standard Ability: stick and re-stick Adhesive must last for at least 30 days from first use, must be easily removable from pad/surface without adhesive transfer	250	pads	
25	NOTE PAD, Stick-on, lined (4" x 6") min 100 sheets per pad Adhesive Strength: standard Ability: stick and re-stick Adhesive must last for at least 30 days from first use, must be easily removable from pad/surface without adhesive transfer	183	pads	
26	PAPER, MULT-COPY, 80gsm, size: 210mm x 297mm	500	reams	
27	PAPER, MULT-COPY, 80gsm, size: 216mm x 330mm	500	reams	
28	PENCIL, lead with eraser, wood cased, hardness: HB, 12 pieces per box	85	boxes	
29	PHOTO PAPER, Glossy, A4, white, 10 sheets per pack	55	packs	
30	PHOTO PAPER, Matte, A4, white, 10 sheets per pack	55	packs	
31	RECORD BOOK, 300 pages, size: 214mm x 278mm	140	books	

	<p>*Paper stock shall be white bond, non-blot</p> <p>*machine pre-numbered pages</p> <p>*Cover material: Laminated chipboard</p> <p>*Margins: Top-25mm, Bottom-8mm</p> <p>*Number of writing lines: 37 (min) equal spaced, smythe sewn binding</p> <p>*Durable</p> <p>* with "OFFICIAL RECORD BOOK" printed on the outside front cover</p>			
32	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip, with cap	1,020	pieces	
33	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip, with cap	960	pieces	
34	SIGN PEN, GREEN, liquid/gel ink, 0.5mm needle tip, with cap	90	pieces	
35	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip, with cap	120	pieces	
36	STICKER PAPER, Glossy, A4, 10 sheets, white, 80gsm	155	pieces	
37	<p>STICKY NOTES/ INDEX TAB with "SIGN HERE", 50 flags (pads) per dispenser/pack</p> <p>Adhesive Strength: Standard</p> <p>Ability: stick and re-stick</p> <p>Adhesive must last for at least 30 days from first use</p> <p>Must be easily removable from pad/surface without adhesive transfer</p>	361	pieces	
38	<p>TAPE, ELECTRICAL, 18mm(width) x 16M (length) min</p> <p>Color: Black</p>	75	rolls	
39	<p>TAPE, PACKAGING, width: 48mm (+/- 1mm)</p> <p>Color: Tan</p> <p>Usable Length: 50 meters</p> <p>Adhesion Strength: 6N/24mm</p> <p>Breaking Strength: 14N/24mm</p>	150	rolls	
40	<p>TAPE, TRANSPARENT, width: 24mm (+/- 1mm)</p> <p>Usable Length: 50 meters</p> <p>Adhesion Strength: 6N/24mm</p> <p>Breaking Strength: 14N/24mm</p>	513	rolls	
41	<p>TAPE, TRANSPARENT, width: 48mm (+/- 1mm)</p> <p>Usable Length: 50 meters</p> <p>Adhesion Strength: 6N/24mm</p> <p>Breaking Strength: 14N/24m</p>	150	rolls	

Item No.	Product Description	Quantity	Unit of Measure	Statement of Compliance
LOT 2: PRINTER INKS AND TONERS (Consumables)				
1	Ink Cartridge, Brother BT5000C (Cyan)	30	cart	
2	Ink Cartridge, Brother BT5000M (Magenta)	30	cart	
3	Ink Cartridge, Brother Ink BT5000Y (Yellow)	30	cart	
4	Ink Cartridge, Brother BT6000B (Black)	36	cart	
5	Ink Cartridge, Brother LC39BK (black)	36	cart	
6	Ink Cartridge, Brother LC39C (cyan)	36	cart	
7	Ink Cartridge, Brother LC39M (magenta)	36	cart	
8	Ink Cartridge, Brother LC39Y (yellow)	36	cart	
9	Ink Cartridge, Canon 750 Black	66	cart	
10	Ink Cartridge, Canon 751 Black	30	cart	
11	Ink Cartridge, Canon 751 Cyan	30	cart	
12	Ink Cartridge, Canon 751 Magenta	30	cart	
13	Ink Cartridge, Canon 751 Yellow	30	cart	
14	Ink Cartridge, Canon CL-811, Colored	438	cart	
15	Ink Cartridge, Canon PG-810, Black	582	cart	
16	Ink Cartridge, HP GT51 or GT53, Black	15	cart	
17	Ink Cartridge, HP GT52, Cyan	15	cart	
18	Ink Cartridge, HP GT52, Magenta	15	cart	
20	Ink Cartridge, HP GT52, Yellow	15	cart	
21	Ink Cartridge, HP CZ107AA (HP678), Black	138	cart	
22	Ink Cartridge HP CZ108AA (HP678), Tri-color	80	cart	
23	Ink Cartridge, HP F6V26AA (HP680), Tri-color	300	cart	
24	Ink Cartridge, HP F6V27AA (HP680), Black	310	cart	
25	Ink Cartridge, HP 932XL, Black	52	cart	
26	Ink Cartridge, HP 933XL, Cyan	32	cart	
27	Ink Cartridge, HP 933XL, Magenta	32	cart	
28	Ink Cartridge, HP 933XL, Yellow	32	cart	
29	Belt unit, Brother BU-220 CL	12	pieces	
30	Drum Cartridge, Brother DR-261 CL	6	cart	
31	Drum Cartridge, Brother DR-2255	14	cart	
32	Drum Cartridge, HP CF219A (HP19A) Original Laserjet Imaging Drum	12	cart	
33	Toner Cartridge Brother, 261 Black	36	cart	
34	Toner Cartridge, Brother, 261 Cyan	36	cart	
35	Toner Cartridge, Brother, 261 Magenta	36	cart	
36	Toner Cartridge, Brother, 261 Yellow	36	cart	

37	Toner Cartridge, Brother TN-2360	12	cart	
38	Toner Cartridge, Brother TN-2280	12	cart	
39	Toner Cartridge, HP CB435A (HP35A), Black	8	cart	
40	Toner Cartridge, HP CE285A (HP85A), Black	11	cart	
41	Toner Cartridge, HP CF217A(HP17A), Black Laserjet	17	cart	
42	Toner Cartridge, HP CF226A(HP26A), Black Laserjet	13	cart	
43	Toner Cartridge, HP Q2612A, Black	9	cart	
44	Waste Toner, Brother WT-220 CL	12	pieces	
OTHER TERMS AND CONDITIONS FOR <u>LOT 2:</u>				
All printer inks and toners should be brand new, original, and genuine.				
In the event that the model indicated in the technical specifications has reached its end of life, original replacements will be accepted.				
No re-manufactured, refilled, or compatible printer inks and toners will be accepted.				
A Letter Authenticity or Manufacturer's Certification that the supplier is an authorized reseller/distributor and the items are covered by the manufacturer's warranty, shall be submitted by the bidder with the Lowest Calculated Bid (LCB) as post-qualification requirement.				