

# **PHILIPPINE BIDDING DOCUMENTS**

## **Procurement of Hauling Services to DFA Temporary Headquarters**

**Government of the Republic of the  
Philippines**

### **PB-GS-29-2023-EP2**

**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.

# Table of Contents

<b>Glossary of Acronyms, Terms, and Abbreviations</b>	<b>4</b>
<b>Section I. Invitation to Bid</b>	<b>7</b>
<b>Section II. Instructions to Bidders</b>	<b>10</b>
1. Scope of Bid	11
2. Funding Information	11
3. Bidding Requirements	11
4. Corrupt, Fraudulent, Collusive, and Coercive Practices	11
5. Eligible Bidders	11
6. Origin of Goods	12
7. Subcontracts	12
8. Pre-Bid Conference	12
9. Clarification and Amendment of Bidding Documents	12
10. Documents comprising the Bid: Eligibility and Technical Components	12
11. Documents comprising the Bid: Financial Component	13
12. Bid Prices	13
13. Bid and Payment Currencies	14
14. Bid Security	14
15. Sealing and Marking of Bids	15
16. Deadline for Submission of Bids	15
17. Opening and Preliminary Examination of Bids	15
18. Domestic Preference	15
19. Detailed Evaluation and Comparison of Bids	16
20. Post-Qualification	16
21. Signing of the Contract	16
<b>Section III. Bid Data Sheet</b>	<b>17</b>
<b>Section IV. General Conditions of Contract</b>	<b>19</b>
1. Scope of Contract	20
2. Advance Payment and Terms of Payment	20
3. Performance Security	20
4. Inspection and Tests	20
5. Warranty	21
6. Liability of the Supplier	21
<b>Section V. Special Conditions of Contract</b>	<b>22</b>
<b>Section VI. Schedule of Requirements</b>	<b>28</b>
<b>Section VII. Technical Specifications</b>	<b>30</b>
<b>Section VIII. Checklist of Technical and Financial Documents</b>	<b>48</b>

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

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

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

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

**EXW** – Ex works.

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

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

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.

# ***Section I. Invitation to Bid***

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

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

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

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

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





DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

**INVITATION TO BID  
FOR THE PROCUREMENT OF HAULING SERVICES TO DFA TEMPORARY HEADQUARTERS**

1. The *Department of Foreign Affairs*, through the appropriations under the FY 2024 National Expenditure Program, intends to apply the sum of Twenty-Five Million and Ninety-Three Thousand Pesos (PhP 25,093,000.00) only, being the ABC to payments under the contract for the Procurement of Hauling Services to DFA Temporary Headquarters. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Department of Foreign Affairs* now invites bids for the above Procurement Project. Delivery of the Goods is required 120 days from receipt of the Notice to Proceed. 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.

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 *Department of Foreign Affairs* and inspect the Bidding Documents at the address given below during Mondays to Fridays, 8:00 A.M. to 5:00 P.M.
5. A complete set of Bidding Documents may be acquired by interested Bidders on *08 November 2023* from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of PhP 25,000.00*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *through electronic means by sending a scanned copy of the receipt at [bac.secretariat@dfa.gov.ph](mailto:bac.secretariat@dfa.gov.ph)*.
6. The DFA-BAC has scheduled the following activities for the said Project:

<b>Pre-bid</b>	<b>Deadline for Submission and Receipt of Bids</b>	<b>Bid Opening</b>	<b>Post Qualification</b>
15 November 2023, Wednesday, 10:00 A.M.	29 November 2023, Wednesday, 9:00 A.M.	29 November 2023, Wednesday, 10:00 A.M.	04 December 2023, Monday, 10:00 A.M.

Venue: All Procurement Activities, except for the submission of bids shall be conducted through Online Video Conference

The *Department of Foreign Affairs* will hold a Pre-Bid Conference on *15 November 2023, 10:00 A.M.* through video conferencing which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before *29 November 2023, Wednesday, 9:00 A.M.* Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on *29 November 2023, Wednesday, 10:00 A.M.*, via *online video conferencing*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The *Department of Foreign Affairs* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 Revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:  
  
DFA-BAC Secretariat  
Department of Foreign Affairs 12th Floor,  
DFA Main Building  
2330 Roxas Boulevard, Pasay City 1300  
Tel. No. 8834-4060 or 8834-4823  
Email address: [bac.secretariat@dfa.gov.ph](mailto:bac.secretariat@dfa.gov.ph)
12. You may visit the following websites for downloading of Bidding Documents:  
<https://dfa.gov.ph/transparency-dfa/procurements>.

07 November 2023



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**Sulpicio M. Confiado**  
Assistant Secretary and  
BAC Chairperson

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

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

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

## **1. Scope of Bid**

The Department of Foreign Affairs wishes to receive Bids for the *Procurement of Hauling Services to DFA Temporary Headquarters*, with identification number PB-GS-29-2023-EP2.

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 2024 NEP in the amount of Twenty-Five Million and Ninety-Three Thousand Pesos (PhP 25,093,000.00) only,

2.2. The source of funding is NGA, the General Appropriations Act.

## **3. Bidding Requirements**

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

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

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

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

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

## **5. Eligible Bidders**

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 Revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
  - a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## **6. Origin of Goods**

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

## **7. Subcontracts**

- 7.1. Subcontracting is not allowed.

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time through online video conference as indicated in paragraph 6 of the **IB**.

## **9. Clarification and Amendment of Bidding Documents**

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## **10. Documents comprising the Bid: Eligibility and Technical Components**

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *five (5) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## **11. Documents comprising the Bid: Financial Component**

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 Revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 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 the **BDS**.
- 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 the **BDS**.

### **13. Bid and Payment Currencies**

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or 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<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until 28 March 2024. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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

## **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 **IB**.

## **17. Opening and Preliminary Examination of Bids**

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

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

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

## **18. Domestic Preference**

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

## **19. Detailed Evaluation and Comparison of Bids**

19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail



criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 Revised IRR of RA No. 9184.

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 Revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:  
  
Option 1 – One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 Revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

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

## **21. Signing of the Contract**

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

## ***Section III. Bid Data Sheet***

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

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

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

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

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

# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> <li>a. the relocation services necessary such as disconnecting, re-connecting, dismantling or re-assembling of appliances, fixtures, fittings or equipment and moving of all the items/documents for relocation.</li> <li>b. completed within five (5) years prior to the deadline for the submission and receipt of bids.</li> </ul>
12	The price of the Goods shall be quoted DDP <i>Philippines</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> <li>a. The amount of not less than Php 501,860.00, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than Php 1,254,650.00 if bid security is in Surety Bond.</li> </ul>
20.2	<i>As stated in the Technical Specifications.</i>
21.2	<i>As stated in the Technical Specifications.</i>

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

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

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

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

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

## 1. Scope of Contract

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

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

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

## 2. Advance Payment and Terms of Payment

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

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

## 3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 Revised IRR of RA No. 9184.

## 4. Inspection and Tests

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

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

## **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	
1	<p><b>The Contractor shall include in the bid offer the following insurance coverage:</b></p> <ol style="list-style-type: none"> <li>1. Commercial General Liability insurance</li> <li>2. Professional indemnity insurance</li> <li>3. Transit insurance coverage including leased vehicles.</li> </ol> <p>NOTE: In cases of damage to items owned by the Department and packed, transported, and unloaded by the Contractor, the Contractor shall be liable directly to the Department for its replacement, repair, or reimbursement. It is understood that the Contractor will be the one to handle all steps and expenses to claim from the insurers involved in the relocation.</p> <p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is OAMSS-EMD.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p>



- a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;
- b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
- d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
- e. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.
- f. *as enumerated in the TOR.*

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

#### **Spare Parts –**

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

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

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

	<p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of as stated in the TOR.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within as stated in the TOR.</p>
	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity</p> <p>Name of the Supplier</p> <p>Contract Description</p> <p>Final Destination</p> <p>Gross weight</p> <p>Any special lifting instructions</p> <p>Any special handling instructions</p> <p>Any relevant HAZCHEM classifications</p>

	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p>

	The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.
	<p><b>Regular and Recurring Services –</b></p> <p>“The contract for regular and recurring services shall be subject to a renewal whereby the performance evaluation of the service provider shall be conducted in accordance with Section VII. Technical specifications.”</p>
2.2	<p>The terms of payment shall be as follows:</p> <ul style="list-style-type: none"> <li>a) The Contractor shall submit monthly billings on the first week of the following month, based on consumption of supplies and services rendered. Contractor must submit a signed Delivery Order and Inventory Lists, job completion report/certificate as attachment together with the sales invoice.</li> <li>b) Payments shall be made thirty (30) calendar days upon receipt of the invoice with complete documentary requirements through List of Due and Demandable Accounts Payable (LDDAP). The list of documentary requirements needed for payment will be provided by the Office of Financial Management Services-Financial Resource Management Division (OFMS-FRMD) upon signing the contract.</li> <li>c) The payment shall be inclusive of all applicable taxes and other lawful charges</li> </ul>
4	The inspections and tests that will be conducted are indicated in the TOR.




## **Section VII. Technical Specifications**

### **Notes for Preparing the Technical Specifications**

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

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

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

#### **Sample Clause: Equivalency of Standards and Codes**

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such

standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

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

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

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

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



**Republic of the Philippines**  
**DEPARTMENT OF FOREIGN AFFAIRS**  
2330 Roxas Boulevard, Pasay City

**TERMS OF REFERENCE**  
**FOR THE PROCUREMENT OF HAULING SERVICES TO DFA TEMPORARY**  
**HEADQUARTERS**

ITEMS		
I.	<p><b>Background</b></p> <p>The Department intends to procure an office relocation service which will be in charge of all the services needed for the relocation of the Department prior to the Retrofitting of the Main Building.</p> <p>The Department of Foreign Affairs (DFA) located at 2330 Roxas Boulevard, Pasay City will be undergoing redevelopment of its main building to strengthen its structural integrity and conform with the requirements of the National Building Code of the Philippines.</p> <p>It is therefore imperative that DFA Personnel must procure complete relocation services for office records, furniture, IT equipment and other items to the temporary office space.</p>	
II.	<p><b>Objectives</b></p> <p>The project involves all the relocation services necessary such as disconnecting, re-connecting, dismantling or re-assembling of appliances, fixtures, fittings or equipment and moving of all the items/documents for relocation.</p>	
III.	<b>Specifications And Scope Of Work</b>	<b>Statement of compliance</b>
	<p><b>Pick-up Address:</b></p> <p><b>DFA Main Building</b> and its premises (including Apron building, South Wing Annex, Basement, Sub-basement, Old Authentication Building)</p> <p><b>Address:</b> 2330 Roxas Blvd., Pasay City</p> <p><b>Lot Area:</b> 12,200 sq.m.</p> <p><b>Building Area:</b> 46,550.27 sq.m.</p>	

	<p><b>No. of floors:</b> 13 floors (North wing), 5 floors (Apron), 6 floors (South Wing Annex) and 2 basements. Basketball court with an area of 1,800 sq.m.</p> <p><b>Delivery Address:</b> Within 4 kilometer radius of the DFA Main Building</p> <p><b>Leased Area:</b> approximately 35,000 sq.m.</p> <p><b>No.of floors:</b> approximately 8 or more floors</p> <p>The complete delivery address will be conveyed to the winning bidder once the bidding for the lease of temporary headquarters has been concluded.</p> <p>Estimated no. of personnel: 1042 pax</p> <p><b>Target move out date:</b> Around 1st or 2nd Quarter of 2024</p> <p><b>General Scope of Works (Furnitures, Fixtures, and Equipment (FFE)/Artwork Relocation):</b></p> <ul style="list-style-type: none"> <li><b>a. Planning and Coordination:</b> <ul style="list-style-type: none"> <li>a. Assess the relocation requirements.</li> <li>b. Develop a relocation plan, including timelines, logistics, and resource allocation.</li> <li>c. Coordinate with relevant stakeholders, such as OAMSS-Engineering and Maintenance Division (OAMSS-EMD), end-user office, and lessor of the temporary headquarters.</li> </ul> </li> <li><b>b. Packing and Labeling:</b> <ul style="list-style-type: none"> <li>a. Safely and securely pack office files, records, furniture, artworks, and equipment for transportation.</li> <li>b. Ensure proper labeling and inventory of items for easy identification and tracking.</li> <li>c. Fabricate crates for non-record items as the need arises.</li> </ul> </li> </ul>	
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	<p><b>c. Transportation:</b></p> <ul style="list-style-type: none"><li>a. Arrange appropriate transportation methods, such as trucks or vans, to transport the items to the temporary office.</li><li>b. Adhere to transportation regulations and ensure the safe handling of sensitive or fragile items.</li><li>c. Secure and settle necessary road and access permits and fees, if required.</li></ul> <p><b>d. Unloading and Placement:</b></p> <ul style="list-style-type: none"><li>a. Unload the items at the temporary office location.</li><li>b. Place furniture and equipment in designated areas according to a predetermined layout plan.</li><li>c. Ensure proper installation and setup of equipment as required.</li></ul> <p><b>e. Inventory Management:</b></p> <ul style="list-style-type: none"><li>a. Conduct a thorough inventory check upon arrival at the temporary office.</li><li>b. Update and reconcile the inventory list with the original records to ensure accuracy.</li></ul> <p><b>f. Furniture and Equipment Assembly:</b></p> <ul style="list-style-type: none"><li>a. Assist in the assembly furniture and equipment at the temporary office under the supervision of the OAMSS-EMD, end-user office, and lessor of the temporary headquarters.</li><li>b. Ensuring that equipment delivered is properly placed and functioning.</li></ul> <p><b>g. Office setup and configurations:</b></p> <ul style="list-style-type: none"><li>a. Arrange office files, records, furniture, and equipment in a manner that supports efficient workflow and functionality.</li></ul>	
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	<p>b. Assist in connecting and setting up IT infrastructure, including computers, printers, and network connectivity.</p> <p><b>h. Waste Disposal:</b></p> <p>a. Manage the disposal of packing materials and any unwanted items in compliance with local, national, international, and DFA regulations.</p> <p><b>i. Quality Assurance:</b></p> <p>a. Conduct quality checks to ensure all items are in good condition and functioning properly.</p> <p>b. Address any issues and damages promptly and coordinate with the end-user for necessary repairs or replacements.</p> <p><b>j. Documentation and Reporting:</b></p> <p>a. Maintain detailed records of the relocation process, including packing lists, transportation documentation, and inventory updates.</p> <p>b. Generate reports on the progress and completion of the relocation project.</p>	
	<p><b>Other scope of works.</b></p> <p><b>The Contractor shall:</b></p> <p>a. Provide relocation services including dismantling or re-assembling of appliances, fixtures, fittings, sealing, packing and unpacking, loading and unloading, removal of debris and other similar services necessary to accomplish the relocation of the DFA to the temporary headquarters.</p> <p>b. Provide OAMSS-EMD with a detailed moving plan at the beginning of the Contract, including a daily schedule of activities for major and minor works.</p> <p>c. Conduct inspection and pre-move survey of the premises of the DFA Main Building and the temporary headquarters where the Department will transfer.</p>	

	<ul style="list-style-type: none"> <li>d. Provide necessary packing materials such as boxes, bubble wraps and tapes.</li> <li>e. Provide necessary moving tools, including pushcart, flat dolly and hand trucks.</li> <li>f. Maintain effective communication throughout the hauling and office relocation process to ensure coordination and timely updates.</li> <li>g. Provide reliable communication devices to the relocation teams deployed.</li> <li>h. Prepare an inventory list of items to be packed and transferred in coordination with OAMSS-EMD and the end-user office before the transfer. Prepare a delivery receipt for the review and approval of OAMSS-EMD and the end-user office after the transfer.</li> <li>i. Seal all boxes, ensuring proper tagging and labeling.</li> <li>j. Ensure that vehicles deployed for transportation have sufficient fuel and are properly maintained.</li> <li>k. Provide insurance for all vehicles being deployed under this contract and, upon request will furnish proof of such insurance.</li> <li>l. Properly secure and cover all goods being transported from any weather, road, or other hazardous conditions during contract.</li> <li>m. Arrange for the security of all vehicles on transit as well as work with local officials to secure the overall security of all vehicles during transit.</li> <li>n. Provide a daily written report to OAMSS on the services rendered within the Department's Main building, the temporary headquarters where the Department will transfer and their premises. <b>All reports shall form part of the documentary requirements for payment.</b></li> </ul>	
<p><b>IV.</b></p>	<p><b>Contractor's obligations</b></p> <p><b>The Contractor shall:</b></p> <ul style="list-style-type: none"> <li>a. Conduct an ocular inspection and survey of the Department's temporary headquarters and ensure that</li> </ul>	

	<p>its equipment and vehicles are suitable for the relocation to said premises.</p> <ul style="list-style-type: none"> <li>b. Ensure that all technicians are well-trained; to report to the Department's duly authorized representative for coordination of schedules of services; and to submit to the latter a Service Acknowledgement Report for signature, as the basis for their daily operations in the Department's building and premises. Services Acknowledgement Report format must come from the Contractor.</li> <li>c. Provide boxes and manufacture crates as required in Annex A of this TOR.</li> <li>d. Provide packing materials as required in Annex A of this TOR.</li> <li>e. Ensure that appropriate packing materials are used in accordance with Annex B of this TOR.</li> <li>f. Provide colored stickers to identify and distinguish the source and destination office of the records and non-record items that will be transferred from the DFA Headquarters to the Temporary Headquarters.</li> <li>g. Provide a monitoring tool for tagged and labeled items such as an excel file or a similar electronic format, to track and manage the tagged and labeled boxes, furniture and other items being moved. The monitoring tool shall include, but not be limited to, the following information: <ul style="list-style-type: none"> <li>i. For non-records. Item Description: a detailed description of each item, including its contents or purpose, dimensions, and any relevant identifying information.  For records. Identify in the box the subject or related information of the documents stored.</li> <li>ii. Tag or label number: unique tag or label number assigned to each item for easy identification and tracking.</li> <li>iii. Location information: the origin and destination locations of each item, specifying the pick-up address and the delivery address.</li> </ul> </li> </ul>	
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	<ul style="list-style-type: none"> <li>iv. Status updates: regular updates on the status of each item, indicating whether it has been packed, loaded, unloaded, or delivered to the designated area.</li> <li>v. Condition assessment: Any relevant notes or remarks regarding the condition of each item, including any damages or special handling requirements.</li> <li>h. Provide experienced personnel for relocation services. Technicians must coordinate with and immediately report to assigned personnel of the DFA.</li> <li>i. Provide suitable vehicles, including 4-wheeler trucks, 6-wheeler trucks and/or L-300 FB vehicles for collecting and transporting all appliances, fixtures, fittings, equipment, and documents to designated areas. Bigger trucks or vehicles may be provided, provided they are in good condition.</li> <li>j. Ensure that all the contractor's personnel are in proper uniform and must wear their company ID cards at all times while inside DFA premises and in the temporary headquarters.</li> <li>k. Submit to OAMSS-EMD and the end-user office the list of all the appliances, fixtures, fittings, equipment, documents, etc. as required.</li> <li>l. Conduct a thorough inspection of all areas mentioned in the pick-up address and delivery address, paying specific attention to vertical and horizontal clearances, lifts, stairs and move-in or move-out window times and address potential logistical challenges. This includes proper coordination with the Department's lessor to obtain necessary permissions and facilitate a smooth relocation process.</li> <li>m. Provide any necessary protection to floor, ceiling and wall finishes during the relocation activities to prevent any damage.</li> <li>n. Maintain effective coordination with DFA end-user representatives throughout the duration of the contract.</li> <li>o. Include in the bid proposal all necessary items, labor, equipment, transportation service, insurances and</li> </ul>	
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	<p>other incidental costs required for the successful execution of the relocation project.</p> <p>p. Present proof of ownership or lease agreement of vehicles as outlined in Annex A during the Post-Qualification Conference.</p>	
<b>V.</b>	<p><b>Contractor's qualifications:</b></p> <p>a. The Contractor must be an existing company offering relocation services for at least fifteen (15) years from the date of posting.</p> <p>b. All operations personnel assigned possess the necessary packing and moving skills needed for the project. The Contractor must submit proof of training during the Post Qualification Conference.</p> <p>c. The Contractor must provide packing standards or Operations Manual during the Post Qualification Conference. All packing staff must perform packing services in accordance to mandated packing standards as set forth in in the Contractor's Operations Manual. By strictly following these standards, damages and risks are minimized if not completely eliminated.</p> <p>d. Submit an organizational chart of the Project Management Team assigned in the relocation project during the Post-Qualification Conference.</p>	
<b>VI.</b>	<p><b>Equipment and Supplies:</b></p> <p>The Contractor shall provide Equipment and Supplies listed in Annex A.</p>	
<b>VII.</b>	<p><b>Office Moving WorkFlow</b></p> <ol style="list-style-type: none"> <li>1. Scheduling;</li> <li>2. Materials Ordering;</li> <li>3. Mobilization;</li> <li>4. Work Permit/ Gate Pass Application;</li> <li>5. Delivery of Packing Materials;</li> <li>6. Security/ Worker Entry Registration;</li> </ol>	



	<p>7. Floor Walk/ Item Pre-packing Inspection;</p> <p>8. Packing Activities;</p> <p>9. Inventory/ Sign-off (Origin);</p> <p>10. Hauling/ Pull out;</p> <p>11. Transport to new office;</p> <p>12. Rechecking/ Sign off (Destination);</p> <p>13. Unloading/ Unpacking;</p> <p>14. Positioning of items/ Post-move reporting and inspection;</p> <p>15. Removal of Waste;</p> <p>16. Issuance of Job Completion Letter; and</p> <p>17. Billing/ Invoicing.</p>	
<p><b>VIII.</b></p>	<p><b>Minimum required Milestones during the project</b></p> <p><b>Milestone: Two (2) weeks prior to Move Day</b></p> <p>1. Conduct a pre-move survey/meeting with OAMSS-EMD and representatives of the end-users to discuss the following:</p> <ul style="list-style-type: none"> <li>a. Briefing of what to expect during the move.</li> <li>b. Provision of supplies to DFA.</li> <li>c. Finalization of move schedule.</li> <li>d. What to prepare (checklist) prior to the transfer.</li> <li>e. Secure Floor plans and prepare Destination Floor Plan properly labeled and tagged for all items.</li> </ul> <p>2. Introduction of contact personnel and End-users.</p> <p>3. Preparation of checklist prior to transfer.</p> <ul style="list-style-type: none"> <li>a. Show End-Users proper box assembly, proper tagging and labeling of workstations;</li> <li>b. Contractor to distribute cartons;</li> </ul>	

	<ul style="list-style-type: none"> <li>c. Preparation of final checklist;</li> <li>d. Weekly pre-move meetings between the Contractor and End-user moving team;</li> <li>e. Application of all gate pass, elevator and parking permits at both the origin and destination point.</li> </ul> <ul style="list-style-type: none"> <li>4. Mobilization of resources including material ordering.</li> <li>5. Advance preparation and printing of stickers for boxes that requires labeling.</li> <li>6. Contractor's submission of list of personnel, materials, equipment and vehicle details for the application of gate pass.</li> </ul> <p><b>Milestone: During the Actual Move</b></p> <ul style="list-style-type: none"> <li>1. Advance deployment of Contractor's personnel for pre-inspection;</li> <li>2. Arrival of Contractor's moving staff;</li> <li>3. Contractor seals all boxes to be moved and verifies if these are properly tagged or labeled and re-check if boxes are properly sealed. Only properly labeled boxes are moved;</li> <li>4. Note that Personal Computers (PC) and/or laptops including electrical equipments are packed by End-users for confidentiality;</li> <li>5. Contractor protects all the elevators, hallways and walls affected by the transfer;</li> <li>6. Contractor prepares an inventory list per truck based on box count within two (2) working days from the sealing of the last box for transfer. End-User representatives will be asked to sign the inventory both at origin and destination to ensure accuracy of items picked-up and delivered</li> <li>7. Contractor unloads at the destination and positions the boxes/items based on the tag/color coded stickers or label;</li> <li>8. Contractor will position the items to their proper locations;</li> <li>9. End-User will unpack all PC sets and other electrical equipments;</li> </ul>	
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	<p>10. End-User representatives must sign all Delivery Order and Inventory Lists within fourteen (14) working days after the last box has been delivered to the destination office;</p> <p>11. Contractor must submit a day to day progress reports including issues and concerns encountered;</p> <p>12. Contractor conducts meetings when serious issues during the relocation are experienced.</p> <p><b>Milestone: After the Move (within fourteen (14) working days after the last box has been delivered to the destination office)</b></p> <ol style="list-style-type: none"> <li>1. Contractor will send personnel to assist related requirements;</li> <li>2. Contractor to removed debris such as used boxes, floor walls and elevator protections;</li> <li>3. Contractor to conduct post-inspection of the destination office for damages prior to turn-over;</li> <li>4. Conduct post-move meetings with the End-User representatives;</li> <li>5. Contractor to submit a job completion report/certificate;</li> <li>6. Contractor to prepare and submit change order request if incurred by the End-User;</li> <li>7. Contractor to prepare invoicing and collection for payment requirements.</li> </ol>	
<p><b>IX.</b></p>	<p><b>Insurance and Liability</b></p> <p><b>The Contractor shall include in the bid offer the following insurance coverage:</b></p> <ol style="list-style-type: none"> <li>1. Commercial General Liability insurance</li> <li>2. Professional indemnity insurance</li> <li>3. Transit insurance coverage including leased vehicles.</li> </ol> <p>NOTE: In cases of damage to items owned by the Department and packed, transported, and unloaded by the Contractor, the Contractor shall be liable directly to the Department for its replacement, repair, or reimbursement. It is understood that</p>	

	the Contractor will be the one to handle all steps and expenses to claim from the insurers involved in the relocation.	
<b>X.</b>	<p><b>Ocular Visit and Site Survey</b></p> <p>Prior to submitting a bid proposal, the Contractor is required to conduct an on-site inspection of the DFA Main Building. OAMSS-EMD will provide a certificate of ocular inspection, which must be included as part of the bid submission documents. Failure to obtain this certification will result in disqualification.</p> <p>The ocular visit and site survey is scheduled on October 10, 2023, 10:00 A.M. to 4:00 P.M.. Bidders may coordinate with the OAMMS-EMD at telephone number (02) 834-4599 or email <a href="mailto:audie.taragua@dfa.gov.ph">audie.taragua@dfa.gov.ph</a> for scheduling.</p>	
<b>XI.</b>	<p><b>Schedule of Requirements:</b></p> <p>The Contract shall be in full force and in effect for the period of two hundred calendar (120) Days from the issuance of the Notice to Proceed (NTP). The Contractor shall provide the services within seven (7) calendar days from receipt of the NTP or as instructed by End-User.</p>	
<b>XII.</b>	<p><b>Confidentiality Clause</b></p> <p>The Contractor shall ensure that each of its personnel assigned to the Department shall execute and sign a Non-Disclosure Agreement which is to be submitted to the Department prior to the commencement of the service.</p>	
<b>XIII.</b>	<p><b>Terms of Payment</b></p> <p>a) The Contractor shall submit monthly billings on the first week of the following month, based on consumption of supplies and services rendered. Contractor must submit a signed Delivery Order and Inventory Lists, job completion report/certificate as attachment together with the sales invoice.</p> <p>b) Payments shall be made thirty (30) calendar days upon receipt of the invoice with complete documentary requirements through List of Due and Demandable Accounts Payable (LDDAP). The list of documentary requirements needed for payment will be provided by the Office of Financial Management Services-Financial</p>	

	<p>Resource Management Division (OFMS-FRMD) upon signing the contract.</p> <p>c) The payment shall be inclusive of all applicable taxes and other lawful charges.</p>	
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Note:

Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of **ITB** Clause 3.1(a)(ii) and/or **GCC** Clause 2.1(a)(ii)

Conformé:

[Signature/s]

[Name of the Bidder/ Bidder’s Authorized Representative/s]

[Position]

[Date]

**Annex A**

The Contractor shall provide the following relocation Supplies and Equipment for the transport of records, furniture, fixtures, and equipment

	<b>Equipment and Supplies</b>	<b>Quantity</b>
1.	Boxes a) Common file cartons with dimensions (24 x 16 x 11 inches) b) Personal cartons with dimensions (16 x 13 x 11 inches) c) Small Carton (18 x 13 x 13 inches) d) Medium Carton (18.5 x 18.5 x 13 inches) e) Large Carton (24 x 19 x 19 inches) f) Type C Carton (24 x 15x 10 inches) g) Flat wardrobe (35 x 19 x 10.5 inches) h) Dish Pack (18.5 x 18.5 x 28 inches)	minimum of 40,000 boxes of various dimensions depending on the need
2.	Customized Crates  Fabricated in accordance with the dimension of the non-record items to be transported	minimum of 5000 cubic meters of customized crates
3.	Colored Barcode Label and/or stickers	As needed for corresponding boxes or crates
4.	Plastic Bubble Wrap	As needed
5.	Styrofoam	As needed
6.	I.T. fillers	As needed
7.	Security Pads	As needed
8.	Fiberboard	As needed
9.	Corrugated Boards	As needed

10 .	Packaging Tapes	As needed
11 .	Stretch Film/ Jack Wrap	As needed
12 .	Plywood	As needed
13 .	Silica Gel	As needed
14 .	4-wheeler closed van trucks	2
15 .	6-wheeler closed van trucks	4
16 .	L-300 FB vehicle (2.2 meter vertical clearance)	4
17 .	Push Carts	4
18 .	Hand Trucks	6
19 .	Flat Dolly	4
20 .	Hydraulic Pallet Truck	4

**Annex B**

**The Contractor shall ensure that the following types of Packaging Materials are provided and used in the appropriate manner.**

<b>Description</b>	<b>Usage</b>
Common File Carton (24 x 16 x 11 inches)	For common files of the end-user office
Personal File Carton (16 x 13 x 11 inches)	For the personal files of each personnel of the end-user office
Small Carton (18 x 13 x 13 inches)	For telephones, access points, laptops, keyboards, mouse and/or employee locker/pedestal items.
Medium Carton (18.5 x 18.5 x 13 inches)	For Computer sets, desktop (system units), monitors, and tabletop/ medium-sized printers.
Large Carton (24 x 19 x 19 inches)	For bigger computer sets, desktop (system units), monitors, and tabletop/ medium-sized printers.
Flat wardrobe (35 x 19 x 10.5 inches)	Can be used for packing of monitors.
Dish Pack (18.5 x 18.5 x 28 inches)	For pantry/ kitchen items
Customized Crate	For transportation of irregular or very heavy objects such as statues, busts, coat of arms, etc.
Plastic Bubble Wrap	For additional layer of protection especially for fragile items such as monitors, glass, paintings etc.
Styrofoam	For padding material for artworks
I.T. Fillers	For shock absorption and filler especially in packing computer sets.
Security pads	For additional layer of protection especially when packing smart TVs/ Board etc.
Fiberboard	Used for fabrication of box for big items or equipment such as Smart TVs/ Board etc.



Corrugated Boards	For floor or elevator protection or for wrapping of cabinets.
Packing tapes	For sealing
Stretch film/ jackwrap	For wrapping of furniture and fixtures.
Plywood	For crating walls or surface protection
Silica Gel	For moisture control

### Hauling Equipment

1. Pushcart
2. Hand truck
3. Flat Dolley
4. Hydraulic Pallet truck (capacity: 3000 kg or more)

### Trucks/Vehicles

Description	Volume Capacity
L-300 FB vehicle (2.2 meter vertical clearance)	2-3 Cubic Meters
4-wheeler Closed Van	10-12 Cubic Meters
6-wheeler Closed Van	15-17 Cubic Meters

**Annex C**

The Contractor shall provide the financial offer using this format.

<b>Project Name:</b>	Procurement of Hauling Services for the Temporary DFA Headquarters		<b>Date</b>			
<b>No. of Days Budgeted</b>	200 calendar Days		<b>Estimated Number of Boxes for Records:</b>	40000 boxes of various sizes	<b>Estimated Volume for Non-Records</b>	5000 cubic meters
<b>No.</b>	<b>Scope of Works and Specification</b>	<b>Unit</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>	
<b>1</b>	<b>PRELIMINARIES AND GENERAL REQUIREMENTS</b>					
1.1	Survey, Ocular Inspection and pre-move, actual and post move meetings including preparation and submission of reports	Lot	1			

1.2	Mobilization of resources including ordering of packaging materials	Lot	1
1.3	Payment for access/parking/road fees, permits and clearances	Lot	1
1.4	Bonds, Sureties & Insurances	Lot	1
1.5	Safety requirements (Purchase of PPEs and first aid kits)	Lot	1
	<b>SUB TOTAL: PRELIMINARIES</b>		
<b>2</b>	<b>Supply and Delivery of Packaging Materials</b>		
2.2	Advance delivery of cartons and crating materials	Lot	1
2.3	Provision of packaging and crate materials such as: lumber,	Lot	1

	plywood, plastic bubbles, corrugated boards, cartons, packaging tapes, stickers/labels, stretch films, fillers/newsprint, styrofoam and fiber boards etc.		
	<b>SUB TOTAL: SUPPLY AND DELIVERY OF PACKAGING MATERIALS</b>		
<b>3</b>	<b>Deployment of Professional Moving Staff for the Packing and Delivery Services</b>		
3.1	Provision of manpower for packing, crating, loading, unloading, delivery, and assembly services	Lot	1
	<b>SUB TOTAL OF LABOR COST</b>		
<b>4</b>	<b>Provision of Vehicles (L300s', Closed Vans,</b>		

	<b>4-wheeler Closed Van, 6-wheeler Closed Van)</b>		
4.1	Provision of shuttle services of crews and closed vans for the safe transfer of office boxes, office furniture and IT equipment	Lot	1
	<b>SUB TOTAL OF TRANSPORTATION COST</b>		
<b>5</b>	<b>Indirect Cost</b>		
5.1	Overhead, Contingency, and Miscellaneous Expenses	Lot	1
	<b>SUB TOTAL OF REMOVAL &amp; PICK-UP OF WASTE PACKAGING MATERIALS AND OTHER DEBRIS</b>		
	Hauling and disposal of waste and debris	Lot	1

	<b>TOTAL PROJECT COST</b>		
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**SERVICE AND PRICING SCHEDULE PER UNIT**

	<b>PARTICULARS</b>	<b>PRICE (Pesos)</b>	<b>Unit</b>
	<b>Transportation per trip</b>		
	L-300 FB Vehicle		2-3 Cubic Meters
	4-wheeler Closed Van		10-12 Cubic Meters
	6-wheeler Closed Van		15-17 Cubic Meters
	<b>Initial Migration Charges</b>		
	Common File Carton (24 x 16 x 11 inches)		per box
	Personal File Carton (16 x 13 x 11 inches)		per box
	Small Carton (18 x 13 x 13 inches)		per box

	Medium Carton (18.5 x 18.5 x 13 inches)		per box
	Large Carton (24 x 19 x 19 inches)		per box
	Flat wardrobe (35 x 19 x 10.5 inches)		per box
	Dish Pack (18.5 x 18.5 x 28 inches)		per box
	Crating and hauling of non-records (Appliances, furniture, equipment, and others)		per cubic meter
	Colored Barcode Label and/or stickers		per box or unit

## ***Section VIII. Checklist of Technical and Financial Documents***

### **Notes on the Checklist of Technical and Financial Documents**

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

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

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



# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

#### Technical Documents

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

#### Financial Documents

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

### **Class "B" Documents**

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

If (h) is not applicable, a statement of non-applicability.

## **II. FINANCIAL COMPONENT ENVELOPE**

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

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

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

