



VISAYAS
STATE UNIVERSITY

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Supply and Delivery of Office Equipment (GOODS-21-12)

Government of the Republic of the Philippines

March 8, 2021; 9:00 AM
Cooperative Building, VSU Market, Visca, Baybay City,
Leyte

Sixth Edition
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Table of Contents

Glossary of Acronyms, Terms, and Abbreviations	3
Section I. Invitation to Bid.....	6
Section II. Instructions to Bidders.....	16
1. Scope of Bid	17
2. Funding Information.....	17
3. Bidding Requirements	17
4. Corrupt, Fraudulent, Collusive, and Coercive Practices	17
5. Eligible Bidders.....	17
6. Origin of Goods	18
7. Subcontracts	18
8. Pre-Bid Conference	18
9. Clarification and Amendment of Bidding Documents	18
10. Documents comprising the Bid: Eligibility and Technical Components	18
11. Documents comprising the Bid: Financial Component	19
12. Bid Prices	19
13. Bid and Payment Currencies	20
14. Bid Security	20
15. Sealing and Marking of Bids	20
16. Deadline for Submission of Bids	20
17. Opening and Preliminary Examination of Bids	21
18. Domestic Preference	21
19. Detailed Evaluation and Comparison of Bids	21
20. Post-Qualification	22
21. Signing of the Contract	22
Section III. Bid Data Sheet	23
Section IV. General Conditions of Contract	26
1. Scope of Contract	27
2. Advance Payment and Terms of Payment	27
3. Performance Security	27
4. Inspection and Tests	27
5. Warranty	28
6. Liability of the Supplier	28
Section V. Special Conditions of Contract	29
Section VI. Schedule of Requirements	34
Section VII. Technical Specifications	35
Section VIII. Checklist of Technical and Financial Documents	42

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)

STFI – 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



INVITATION TO BID FOR SUPPLY AND DELIVERY OF OFFICE EQUIPMENT

1. The *Supply and Delivery of Office Equipment* through the *GF, STF 2020 and 2021* intends to apply the sum of *One Million Three Hundred Thirty Thousand Ninety-Eight Pesos (PhP 1,330,098.00)* being the ABC to payments under the contract for *Supply and Delivery of Office Equipment (GOODS-21-12)*. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The *Visayas State University – Main Campus*, through the *GF, STF 2020 and 2021* intends to apply the following ABC per item to payments under the contract for each item, to wit:

Item No.	Item Description & Specifications	Unit	Qty	ABC/per unit	Total ABC/ per item
1	Water Dispenser	pc	4	10,000.00	40,000.00
	Cabinet type,				
	Floor standing				
	Hot and cold function				
	plastic body				
	high efficiency compressor				
	thermally protected				
2	Electric fan, Stand fan	pc	2	2,500.00	5,000.00
	16" metal blade				
	Adjustable height				
	three speed controller				
3	Ceiling fan	pc	4	2,500.00	10,000.00
	Orbit type				
	metal blade 16"				
	three speed controller				
4	Refrigerator	unit	1	10,000.00	10,000.00
	at least 3.5 cu. ft.				
	two-door Personal Refrigerator (Direct Cool)				
	inverter				
5	Wall Fan	pc	33	2,500.00	82,500.00
	Metal blade 16"				
	three speed controller				
6	Air Condition, Window type	pc	1	42,000.00	42,000.00
	Inverter, 1.5 HP				
	Standard size				
	Cooling capacity at least 12,000 kilo joules				

	EER at least 9.5				
	With remote				
7	Air Condition, Split-type	pc	4	65,000.00	260,000.00
	Inverter, 2.5 HP				
	Cooling capacity: at least 20,000 kj/hr				
	wall mounted				
	EER rating above 10				
	with remote control				
	with one year warranty on parts and services				
	with free installation				
8	High-Power audio system with Bluetooth	pc	2	25,000.00	50,000.00
	Functions: CD, DVD, USB, FM, Audio In, TV (HDMI, Audio In), Bluetooth (iAP over BT)				
	Input and Output:				
	Analog Audio Input and Output: 1/1				
	HDMI Output: at least 1				
	COMPOSITE VIDEO OUTPUT: at least 1				
	USB PORT: at least 1				
	MICROPHONE INPUT: at least 2				
	Sound Features:				
	MUSIC EQUALIZER: Music (Emotion EQ)				
	DSEE SOUND ENHANCEMENT: DSEE (auto)				
	VIDEO EQ: MOVIE/GAME/DRAMA/NEWS				
	SPEAKER ADD FUNCTION (BLUETOOTH): Yes				
	CLEARAUDIO+				
	BASS BOOST FUNCTION				
	Lighting effects				
	SPEAKER LIGHT: Yes (Multi Color for WF)				
	PARTY LIGHT: Yes (On top, G/B)				
	With Karaoke features				
	Convenience Features				
	GESTURE CONTROL				
	Sleep timer				
	USB PORT CHARGING OUTPUT				
	USB REC				
	POWER CONSUMPTION (IN STANDBY): 0.5W				
	Wireless connection: ONE-TOUCH NFC PAIRING				
	With Bluetooth				
	Tuner Specs: FM (87.5-108MHz/50KHz), RDS				
	Playable discs (audio): CD, CD-R, CD-RW, 8CM DISK (CD), 8CM DISK (DVD)				

	Playable discs (video): DVD, DVD+R/-R, DVD+R DL, DVD +RW/-RW (VIDEO), VCD				
	Playable formats (data): MP3, XVID, MPEG4				
9	Dual Vocal Wireless System	set	1	85,000.00	85,000.00
	with Dual Channel Diversity Receiver:				
	Transmission: Analog				
	Number of compatible systems per frequency band: Up to 4				
	Receiver type: Dual				
	Image Rejection: 50 dB, typical				
	RF Sensitivity: -105 dBm, for 12dB SINAD, typical				
	with Microphone wireless handheld transmitter				
	Battery life alkaline: 10 hours				
	Form Factor: handheld				
	Transmitter housings: Molded ABS				
10	Projector, Ultra portable Wireless Full HD	unit	2	79,000.00	158,000.00
	Projection Technology: RGB liquid crystal shutter projection system				
	Auto Iris:10,000:1				
	White Light Output (Normal): at least 3,200lm				
	Colour Light Output:(Normal / Eco): at least 3,200lm / 1,900lm				
	Network:Wireless LAN; In-built				
	Analog Input:D-Sub 15 pin; 1(Blue);Composite; RCA x 1				
	Digital Input:HDMI; 1(MHL)				
	Audio Input:Stereo Mini Jack: 1				
	Others:USB Type A: 1 (for USB Memory, USB Document Camera, Firmware Update)				
	USB Type B: 1 (for USB Display, mouse, K/B/, Control, Firmware Update)				
	Supported Speed for Each Mode:IEEE 802.11b: 11 Mbps				
	IEEE 802.11g: 54 Mbps				
	IEEE 802.11n: 130.0 Mbps				
	Wireless LAN Security:Quick Mode: WPA2-PSK				
	Advanced Mode: WPA2-PSK, WPA/WPA2-PSK, WPA2-EAP				
	Supported EAP type:PEAP, PEAP-TLS, EAP-TLS, EAP-Fast, LEAP				
	Supported Connection Mode:Infrastructure, Access Point				

	Operating Temperature:5°C - 40°C < 41°F - 104°F> (0 m / 0 ft to 2,286m / 7,500ft)				
	5°C - 35°C < 41°F - 95°F> (over 2,286m / 7,500ft) (20% - 80% humidity, No condensation)				
	Operating Altitude:0m - 3,000m (0ft - 9,843 ft) (over 1,500m / 4,921ft: with high altitude mode)				
	Start-Up Period:About 7.2 seconds, Warm-up period: 30 seconds				
	Cool Down Period:Instant off				
	Sound Output:Monaural: 1W X 1				
	Direct Power On/Off:Yes/Yes				
	Dimension Excluding Feet (W x H x D):292mm x 44mm x 213mm				
	Fan Noise (Normal / Eco):39 dB / 30dB				
	Supported Speed for Each Mode:IEEE 802.11g (2.4GHz): 54Mbps				
	IEEE 802.11n (2.4GHz): 130.0 Mbps				
	IEEE 802.11a (5GHz): 54 Mbps				
	IEEE 802.11n (5GHz): 270.0 Mbps				
	IEEE 802.11ac (5GHz): 780 Mbps				
11	Microwave Oven	pc	1	50,000.00	50,000.00
	Exterior Dimensions: 23-7/8"L x 19-7/16"W x 14"H				
	Interior Dimensions: 18-1/2"L x 18-7/16"W x 10-15/16"H				
	Power source: 220- 240V 50/60Hz				
	Inverter Turbo Defrost technology				
	10 Power levels				
	Keep Warm mode				
	Delay Start				
	With Timer				
	Quick Minute				
	16.5" Turntable				
12	Smart TV	unit	1	50,000.00	50,000.00
	at least 55 inches				
	Display resolution: FLAT UHD TV				
	Features: High dynamic range				
	Smart TV powered				
	Quick connect (easy pairing and easy sharing)				
	with 1 year warranty				
13	Instrumental Speaker	pcs	2	5,900.00	11,800.00
	15" inch 800w Double Magnet				
	Maximum Power: 800 watts				
	Nominal Power: 400 watts				

	Impedance: 8 OHMS				
	Sensitivity: 96dB/W/M 1dB				
	Frequency Range: 35Hz-20kHz				
	Ferrit Magnet: 120 OZ				
14	Desk Electric Fan	pc	1	2,000.00	2,000.00
	16" metal blade				
	three speed controller				
15	Exhaust Fan	pc	3	2,000.00	6,000.00
	Exhaust Fan 12 inch				
	power input: 50w				
	12 inch plastic blade				
	wall-mounted				
	reversible motor for desired air flow (Exhaust/Blower)				
	with pull cord switch				
	detachable plastic panel & front grill				
	metal shutters				
	Air volume: 28.47/ 19.10 CMM				
	Unit dimension: 39cm x 17cmx39cm				
16	Document Scanner w/ ADF	unit	3	26,000.00	78,000.00
	Flatbed Colored Document Scanner				
	Combining a flatbed scanner with the convenience of a 50-page ADF				
	Quickly scan stacks of documents up to 8.5" x 14"				
	Resolution: 1200 x 1200 dpi				
17	Air Conditioning Unit, Split Type	unit	1	50,000.00	50,000.00
	1.5 HP				
	Dual Inverter Compressor				
	Active Bacterial Air Filter				
	3M Micro Dust Filter				
	2 Auto Swing				
	with Installation				
18	Water Dispenser	unit	1	10,000.00	10,000.00
	Free Standing				
	Bottom Loading				
	Hot, Normal and Cold				
	Compressor type cooling				
	Hot water safety lock				
	585W (at least L-12.12" W-12.5" H-41")				
	REBIDDING				
19	Duplicator Machine	unit	1	120,000.00	120,000.00
	Digital, desktop, fully-automatic one-drum stencil system				
	sheet (one original sheet only)				

	Original Size: 'Minimum: 90x140mm Max: 275x395mm				
	Print paper size: Min: 90x140mm Max: 275x395mm				
	print paper weight: 35.0127.9 g/m2				
	Print Area: DX 2330: Max 210x355mm/DX 2430: Max 250 x 355mm				
	Print Speed: 60-90 sheets per minute (2 steps)				
	First print speed: Less than 45 seconds				
	Resolution: 300x300 dpi				
	Image modes: Letter mode, photo mode, photo/letter mode				
	Image position: vertical: 10mm; horizontal: 10mm				
	Reproduction ratios: pre-set enlargement: 115,122, 141%				
	Pre-set reduction: 71,82,87, 93%				
	Colour printing: By replacing colour drum				
	Delivery table capacity: 500 sheets (80 g/m2)				
	Power Source: 220-240V, 50-60 hz				
	Power consumption: Max: master making: less than 175W				
	Printing: less than 175w (at 90 sheets per minute)				
	Standby: 35W				
	Dimensions (WxDxH): 1,232 x 672 x 519mm				
	Weight: 55kg				
20	Upright Aircon	units	1	101,898.00	101,898.00
	Split type, single phase, 3 tonner, inverter,				
	refrigerant R410A,				
	floor standing,				
	with remote control,				
	warranty: 1 year on parts and 5 years on compressor				
	with Installation				
21	Upright Freezer	unit	1	22,500.00	22,500.00
	10.0cuft/283L				
	Inverter Compressor				
	Direct Cool				
	Manual Defrost				
	R600a Refrigerant				
	7 Layers Rollbond Shelves				
	EMBRACO Compressor				
	99 Watts, Up to 60% Energy Consumption				
	Color: Steel Gray				

	Warranty: 10 years Compressor, 1 year system parts and labor				
22	Mixer Console with Equalizer	lot	1	85,400.00	85,400.00
	8 input microphone				
	Amplifier, (3-band EQ), 1 pc. 700 watts				
	Speaker 15 YS, 2 pcs., 3-way 15", 800 watts				
	Shielded Wire				
	Dynamic Microphone wire, (15 mtrs)				
	Drive Rock, 220V-240V				
	EQ Stereo				
	TOTAL ABC (this project):				1,330,098.00

Bids received in excess of the ABC for each item shall be automatically rejected at bid opening.

2. The *Visayas State University – Main Campus* now invites bids for the above Procurement Project. Delivery of the Goods is required by *forty-five (45) calendar days upon receipt of Notice to Proceed (NTP)*. Bidders should have completed, within *two (2) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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 *Visayas State University* and inspect the Bidding Documents at the address given below during *Mondays - Fridays (8:00 AM-5:00 PM)*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on *13 February – 08 March 2021 until 8:30 AM* from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of *Five Thousand Pesos (PhP 5,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.
6. The *Visayas State University – Main Campus* will hold a Pre-Bid Conference on *February 22, 2021; 2:00 PM* at the *Cooperative Building, VSU Market, Visca, Baybay City, Leyte* and/or through video conferencing or webcasting *via Google Meet*, which shall be open to prospective bidders.

Bidders are advised to contact the BAC Secretariat before the scheduled Pre-Bid Conference for the Google Meet link.

7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below, (ii) online or electronic submission as indicated below, or (iii) both on or before *08 March 2021 until 8:30 AM*. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on *08 March 2021; 9:00 AM* at the *Cooperative Building, VSU Market, Visca, Baybay City, Leyte* and/or via *Google Meet*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

Bidders are advised to contact the BAC Secretariat before the scheduled Bid Opening for the Google Meet link.

10. For bidders who opt to submit their bids electronically, a hardcopy (original) of the bid must be sent to the BAC through couriers. A proof (e.g. courier receipt, etc.) that a hardcopy of the bid is on transit must be presented upon submission of the electronic bid.
11. The *Visayas State University* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

Ms. Jessamine C. Eccleo (BAC Secretariat)

Office of the Head for Procurement,

VSU-Main, Visca, Baybay City, Leyte

Mobile: 0919 9980167 / 0917 6341 474

Email: jecleo@vsu.edu.ph

or

Mr. Toni Marc L. Dargantes (BAC Secretariat)

Office of the VP for Planning, Resource Generation & Auxiliary Services

VSU-Main, Visca, Baybay City, Leyte

Mobile: 0977 7186594

Email: tmdargantes@vsu.edu.ph

13. You may visit the following websites:

For downloading of Bidding Documents: <https://www.vsu.edu.ph/transparency-seal-documents/philgeps-opportunities>

February 12, 2021

DILBERTO O. FERRAREN
Chairperson, VSU BAC

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *Visayas State University*, wishes to receive Bids for the *Supply and Delivery of Office Equipment*, with identification number *GOODS-21-12*.

The Procurement Project (referred to herein as “Project”) is composed of *22 items*, 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 *2020 and 2021* in the amount of *One Million Three Hundred Thirty Thousand Ninety-Eight Pesos (PhP 1,330,098.00)*.

2.2. The source of funding is: NGA, the General Appropriations Act (GAA) and Special Appropriations.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

5.2. 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:

Bidders should comply with the following requirements:

- i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *twenty-five percent (25%)* of the ABC for this Project; and
- ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

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

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that: **Subcontracting is not allowed.**

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through videoconferencing/webcasting 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 **two (2 years)** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.
 - b. For Goods offered from abroad:

- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
- ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

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

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

14. Bid Security

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

14.2. The Bid and bid security shall be valid until *July 8, 2021*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

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

16. Deadline for Submission of Bids

16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **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 BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows: One Project having several items, which shall be awarded as separate contracts per item.
- 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

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause																																																																																																																			
5.3	For this purpose, contracts similar to the Project shall be: a. <i>Office Equipment</i> b. completed within two (2) years prior to the deadline for the submission and receipt of bids.																																																																																																																		
7.1	Subcontracting is not allowed.																																																																																																																		
12	The price of the Goods shall be quoted DDP VSU Main, Visca, Baybay City, Leyte or the applicable International Commercial Terms (INCOTERMS) for this Project.																																																																																																																		
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: a. The amount of not less than <i>Twenty-Six Thousand Six Hundred One and 96/100 Pesos (PhP 26,601.96) or two percent (2%) of ABC</i> , if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than <i>Sixty-Six Thousand Five Hundred Four and 9/100 Pesos (PhP 66,504.90) or five percent (5%) of ABC</i> if bid security is in Surety Bond.																																																																																																																		
19.3	<table><tr><th>Item No.</th><th>Item Description & Specifications</th><th>Unit</th><th>Qty</th><th>ABC/per unit</th><th>Total ABC/ per item</th></tr><tr><td>1</td><td>Water Dispenser</td><td>pc</td><td>4</td><td>10,000.00</td><td>40,000.00</td></tr><tr><td>2</td><td>Electric fan, Stand fan</td><td>pc</td><td>2</td><td>2,500.00</td><td>5,000.00</td></tr><tr><td>3</td><td>Ceiling fan</td><td>pc</td><td>4</td><td>2,500.00</td><td>10,000.00</td></tr><tr><td>4</td><td>Refrigerator</td><td>unit</td><td>1</td><td>10,000.00</td><td>10,000.00</td></tr><tr><td>5</td><td>Wall Fan</td><td>pc</td><td>33</td><td>2,500.00</td><td>82,500.00</td></tr><tr><td>6</td><td>Air Condition, Window type</td><td>pc</td><td>1</td><td>42,000.00</td><td>42,000.00</td></tr><tr><td>7</td><td>Air Condition, Split-type</td><td>pc</td><td>4</td><td>65,000.00</td><td>260,000.00</td></tr><tr><td>8</td><td>High-Power audio system with Bluetooth</td><td>pc</td><td>2</td><td>25,000.00</td><td>50,000.00</td></tr><tr><td>9</td><td>Dual Vocal Wireless System</td><td>set</td><td>1</td><td>85,000.00</td><td>85,000.00</td></tr><tr><td>10</td><td>Projector, Ultra-portable Wireless Full HD</td><td>unit</td><td>2</td><td>79,000.00</td><td>158,000.00</td></tr><tr><td>11</td><td>Microwave Oven</td><td>pc</td><td>1</td><td>50,000.00</td><td>50,000.00</td></tr><tr><td>12</td><td>Smart TV</td><td>unit</td><td>1</td><td>50,000.00</td><td>50,000.00</td></tr><tr><td>13</td><td>Instrumental Speaker</td><td>pcs</td><td>2</td><td>5,900.00</td><td>11,800.00</td></tr><tr><td>14</td><td>Desk Electric Fan</td><td>pc</td><td>1</td><td>2,000.00</td><td>2,000.00</td></tr><tr><td>15</td><td>Exhaust Fan</td><td>pc</td><td>3</td><td>2,000.00</td><td>6,000.00</td></tr><tr><td>16</td><td>Document Scanner w/ ADF</td><td>unit</td><td>3</td><td>26,000.00</td><td>78,000.00</td></tr><tr><td>17</td><td>Air Conditioning Unit, Split Type</td><td>unit</td><td>1</td><td>50,000.00</td><td>50,000.00</td></tr><tr><td>18</td><td>Water Dispenser</td><td>unit</td><td>1</td><td>10,000.00</td><td>10,000.00</td></tr></table>	Item No.	Item Description & Specifications	Unit	Qty	ABC/per unit	Total ABC/ per item	1	Water Dispenser	pc	4	10,000.00	40,000.00	2	Electric fan, Stand fan	pc	2	2,500.00	5,000.00	3	Ceiling fan	pc	4	2,500.00	10,000.00	4	Refrigerator	unit	1	10,000.00	10,000.00	5	Wall Fan	pc	33	2,500.00	82,500.00	6	Air Condition, Window type	pc	1	42,000.00	42,000.00	7	Air Condition, Split-type	pc	4	65,000.00	260,000.00	8	High-Power audio system with Bluetooth	pc	2	25,000.00	50,000.00	9	Dual Vocal Wireless System	set	1	85,000.00	85,000.00	10	Projector, Ultra-portable Wireless Full HD	unit	2	79,000.00	158,000.00	11	Microwave Oven	pc	1	50,000.00	50,000.00	12	Smart TV	unit	1	50,000.00	50,000.00	13	Instrumental Speaker	pcs	2	5,900.00	11,800.00	14	Desk Electric Fan	pc	1	2,000.00	2,000.00	15	Exhaust Fan	pc	3	2,000.00	6,000.00	16	Document Scanner w/ ADF	unit	3	26,000.00	78,000.00	17	Air Conditioning Unit, Split Type	unit	1	50,000.00	50,000.00	18	Water Dispenser	unit	1	10,000.00	10,000.00
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	19	Duplicator Machine	unit	1	120,000.00	120,000.00
	20	Upright Aircon	units	1	101,898.00	101,898.00
	21	Upright Freezer	unit	1	22,500.00	22,500.00
	22	Mixer Console with Equalizer	lot	1	85,400.00	85,400.00
20.2	In case the PhilGEPS Platinum Certificate of Registration is not available during bid submission, it shall be submitted as a post-qualification requirement, in accordance with Section 34.2 of the 2016 Revised IRR of R.A. 9184.					
21.2	<i>Not Applicable.</i>					

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

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

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

5. Warranty

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are delivered <i>VSU Main Campus, Visca, Baybay City, Leyte</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is:</p> <p style="padding-left: 40px;"><i>Ms. Alicia M. Flores</i> <i>Head, Supply and Property Management Office,</i> <i>VSU-Main, Visca, Baybay City, Leyte</i> <i>Contact #: 053 565 0600 local 1082 / 0917 6341 430</i></p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and 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.
	<p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Spare Parts –</p>

	<p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <ul style="list-style-type: none"> a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and b. in the event of termination of production of the spare parts: <ul style="list-style-type: none"> 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. <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the cost thereof is included in the contract price.</p> <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 3 years.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within 1 month of placing the order.</p>
	<p>Packaging –</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>

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

2.2	Payment shall be done upon full delivery of the items and compliance of all terms specified in the Purchase Order/Contract.
4	The inspections and tests that will be conducted will be specified by the appropriate technical team of VSU Main to confirm conformity to the contract specifications at no extra cost to VSU.

Section VI. Schedule of Requirements

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

Item No.	Item Description & Specifications	Unit	Qty.	Delivered, Weeks/Months
1	Water Dispenser	pc	4	All Items Should Be Delivered Within 45 Calendar Days From Receipt Of Notice To Proceed And Purchase Order
2	Electric fan, Stand fan	pc	2	
3	Ceiling fan	pc	4	
4	Refrigerator	unit	1	
5	Wall Fan	pc	33	
6	Air Condition, Window type	pc	1	
7	Air Condition, Split-type	pc	4	
8	High-Power audio system with Bluetooth	pc	2	
9	Dual Vocal Wireless System	set	1	
10	Projector, Ultra-portable Wireless Full HD	unit	2	
11	Microwave Oven	pc	1	
12	Smart TV	unit	1	
13	Instrumental Speaker	pcs	2	
14	Desk Electric Fan	pc	1	
15	Exhaust Fan	pc	3	
16	Document Scanner w/ ADF	unit	3	
17	Air Conditioning Unit, Split Type	unit	1	
18	Water Dispenser	unit	1	
19	Duplicator Machine	unit	1	
20	Upright Aircon	units	1	
21	Upright Freezer	unit	1	
22	Mixer Console with Equalizer	lot	1	

Section VII. Technical Specifications

Technical Specifications

Item No.	Item Description & Specifications	STATEMENT OF COMPLIANCE
1	Water Dispenser	[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 Bidder’s 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 applicable laws and issuances.]
	Cabinet type,	
	Floor standing	
	Hot and cold function	
	plastic body	
	high efficiency compressor	
	thermally protected	
2	Electric fan, Stand fan	
	16" metal blade	
	Adjustable height	
	three speed controller	
3	Ceiling fan	
	Orbit type	
	metal blade 16"	
	three speed controller	
4	Refrigerator	
	at least 3.5 cu. ft.	
	two-door Personal Refrigerator (Direct Cool)	
	inverter	
5	Wall Fan	
	Metal blade 16"	
	three speed controller	
6	Air Condition, Window type	
	Inverter, 1.5 HP	
	Standard size	
	Cooling capacity at least 12,000 kilo joules	
	EER at least 9.5	
	With remote	
7	Air Condition, Split-type	
	Inverter, 2.5 HP	
	Cooling capacity: at least 20,000 kj/hr	
	wall mounted	
	EER rating above 10	
	with remote control	
	with one year warranty on parts and services	
	with free installation	
8	High-Power audio system with Bluetooth	
	Functions: CD, DVD, USB, FM, Audio In, TV (HDMI, Audio In), Bluetooth (iAP over BT)	
	Input and Output:	

	Analog Audio Input and Output: 1/1	
	HDMI Output: at least 1	
	COMPOSITE VIDEO OUTPUT: at least 1	
	USB PORT: at least 1	
	MICROPHONE INPUT: at least 2	
	Sound Features:	
	MUSIC EQUALIZER: Music (Emotion EQ)	
	DSEE SOUND ENHANCEMENT: DSEE (auto)	
	VIDEO EQ: MOVIE/GAME/DRAMA/NEWS	
	SPEAKER ADD FUNCTION (BLUETOOTH): Yes	
	CLEARAUDIO+	
	BASS BOOST FUNCTION	
	Lighting effects	
	SPEAKER LIGHT: Yes (Multi Color for WF)	
	PARTY LIGHT: Yes (On top, G/B)	
	With Karaoke features	
	Convenience Features	
	GESTURE CONTROL	
	Sleep timer	
	USB PORT CHARGING OUTPUT	
	USB REC	
	POWER CONSUMPTION (IN STANDBY): 0.5W	
	Wireless connection: ONE-TOUCH NFC PAIRING	
	With Bluetooth	
	Tuner Specs: FM (87.5-108MHz/50KHz), RDS	
	Playable discs (audio): CD, CD-R, CD-RW, 8CM DISK (CD), 8CM DISK (DVD)	
	Playable discs (video): DVD, DVD+R/-R, DVD+R DL, DVD +RW/-RW (VIDEO), VCD	
	Playable formats (data): MP3, XVID, MPEG4	
9	Dual Vocal Wireless System	
	with Dual Channel Diversity Receiver:	
	Transmission: Analog	
	Number of compatible systems per frequency band: Up to 4	
	Receiver type: Dual	
	Image Rejection: 50 dB, typical	
	RF Sensitivity: -105 dBm, for 12dB SINAD, typical	
	with Microphone wireless handheld transmitter	
	Battery life alkaline: 10 hours	
	Form Factor: handheld	
	Transmitter housings: Molded ABS	
10	Projector, Ultra-portable Wireless Full HD	

	Projection Technology: RGB liquid crystal shutter projection system	
	Auto Iris:10,000:1	
	White Light Output (Normal): at least 3,200lm	
	Colour Light Output:(Normal / Eco): at least 3,200lm / 1,900lm	
	Network: Wireless LAN; In-built	
	Analog Input: D-Sub 15 pin; 1(Blue);Composite; RCA x 1	
	Digital Input: HDMI; 1(MHL)	
	Audio Input: Stereo Mini Jack: 1	
	Others: USB Type A: 1 (for USB Memory, USB Document Camera, Firmware Update)	
	USB Type B: 1 (for USB Display, mouse, K/B/, Control, Firmware Update)	
	Supported Speed for Each Mode: IEEE 802.11b: 11 Mbps	
	IEEE 802.11g: 54 Mbps	
	IEEE 802.11n: 130.0 Mbps	
	Wireless LAN Security: Quick Mode: WPA2-PSK	
	Advanced Mode: WPA2-PSK, WPA/WPA2-PSK, WPA2-EAP	
	Supported EAP type: PEAP, PEAP-TLS, EAP-TLS, EAP-Fast, LEAP	
	Supported Connection Mode: Infrastructure, Access Point	
	Operating Temperature:5°C - 40°C < 41°F - 104°F> (0 m / 0 ft to 2,286m / 7,500ft)	
	5°C - 35°C < 41°F - 95°F> (over 2,286m / 7,500ft) (20% - 80% humidity, No condensation)	
	Operating Altitude:0m - 3,000m (0ft - 9,843 ft) (over 1,500m / 4,921ft: with high altitude mode)	
	Start-Up Period: About 7.2 seconds, Warm-up period: 30 seconds	
	Cool Down Period: Instant off	
	Sound Output: Monaural: 1W X 1	
	Direct Power On/Off: Yes/Yes	
	Dimension Excluding Feet (W x H x D):292mm x 44mm x 213mm	
	Fan Noise (Normal / Eco):39 dB / 30dB	
	Supported Speed for Each Mode: IEEE 802.11g (2.4GHz): 54Mbps	
	IEEE 802.11n (2.4GHz): 130.0 Mbps	
	IEEE 802.11a (5GHz): 54 Mbps	
	IEEE 802.11n (5GHz): 270.0 Mbps	

	IEEE 802.11ac (5GHz): 780 Mbps	
11	Microwave Oven	
	Exterior Dimensions: 23-7/8"L x 19-7/16"W x 14"H	
	Interior Dimensions: 18-1/2"L x 18-7/16"W x 10-15/16"H	
	Power source: 220- 240V 50/60Hz	
	Inverter Turbo Defrost technology	
	10 Power levels	
	Keep Warm mode	
	Delay Start	
	With Timer	
	Quick Minute	
	16.5" Turntable	
12	Smart TV	
	at least 55 inches	
	Display resolution: FLAT UHD TV	
	Features: High dynamic range	
	Smart TV powered	
	Quick connect (easy pairing and easy sharing)	
	with 1 year warranty	
13	Instrumental Speaker	
	15" inch 800w Double Magnet	
	Maximum Power: 800 watts	
	Nominal Power: 400 watts	
	Impedance: 8 OHMS	
	Sensitivity: 96dB/W/M 1dB	
	Frequency Range: 35Hz-20kHz	
	Ferrit Magnet: 120 OZ	
14	Desk Electric Fan	
	16" metal blade	
	three speed controller	
15	Exhaust Fan	
	Exhaust Fan 12 inch	
	power input: 50w	
	12 inch plastic blade	
	wall-mounted	
	reversible motor for desired air flow (Exhaust/Blower)	
	with pull cord switch	
	detachable plastic panel & front grill	
	metal shutters	
	Air volume: 28.47/ 19.10 CMM	
	Unit dimension: 39cm x 17cmx39cm	
16	Document Scanner w/ ADF	

	Flatbed Colored Document Scanner	
	Combining a flatbed scanner with the convenience of a 50-page ADF	
	Quickly scan stacks of documents up to 8.5" x 14"	
	Resolution: 1200 x 1200 dpi	
17	Air Conditioning Unit, Split Type	
	1.5 HP	
	Dual Inverter Compressor	
	Active Bacterial Air Filter	
	3M Micro Dust Filter	
	2 Auto Swing	
	with Installation	
18	Water Dispenser	
	Free Standing	
	Bottom Loading	
	Hot, Normal and Cold	
	Compressor type cooling	
	Hot water safety lock	
	585W (at least L-12.12" W-12.5" H-41")	
	REBIDDING	
19	Duplicator Machine	
	Digital, desktop, fully-automatic one-drum stencil system	
	sheet (one original sheet only)	
	Original Size: 'Minimum: 90x140mm Max: 275x395mm	
	Print paper size: Min: 90x140mm Max: 275x395mm	
	print paper weight: 35.0127.9 g/m2	
	Print Area: DX 2330: Max 210x355mm/DX 2430: Max 250 x 355mm	
	Print Speed: 60-90 sheets per minute (2 steps)	
	First print speed: Less than 45 seconds	
	Resolution: 300x300 dpi	
	Image modes: Letter mode, photo mode, photo/letter mode	
	Image position: vertical: 10mm; horizontal: 10mm	
	Reproduction ratios: pre-set enlargement: 115,122, 141%	
	Pre-set reduction: 71,82,87, 93%	
	Colour printing: By replacing colour drum	
	Delivery table capacity: 500 sheets (80 g/m2)	
	Power Source: 220-240V, 50-60 hz	

	Power consumption: Max: master making: less than 175W	
	Printing: less than 175w (at 90 sheets per minute)	
	Standby: 35W	
	Dimensions (WxDxH): 1,232 x 672 x 519mm	
	Weight: 55kg	
20	Upright Aircon	
	Split type, single phase, 3 tonner, inverter,	
	refrigerant R410A,	
	floor standing,	
	with remote control,	
	warranty: 1 year on parts and 5 years on compressor	
	with Installation	
21	Upright Freezer	
	10.0cuft/283L	
	Inverter Compressor	
	Direct Cool	
	Manual Defrost	
	R600a Refrigerant	
	7 Layers Rollbond Shelves	
	EMBRACO Compressor	
	99 Watts, Up to 60% Energy Consumption	
	Color: Steel Gray	
	Warranty: 10 years Compressor, 1 year system parts and labor	
22	Mixer Console with Equalizer	
	8 input microphone	
	Amplifier, (3-band EQ), 1 pc. 700 watts	
	Speaker 15 YS, 2 pcs., 3-way 15", 800 watts	
	Shielded Wire	
	Dynamic Microphone wire, (15 mtrs)	
	Drive Rock, 220V-240V	
	EQ Stereo	

Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

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

Note: If the bidder submits item (a), bidder may not submit requirements (b), (c) & (d).

Technical Documents

- ☐ (f) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- ☐ (g) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid in the amount of *at least 50% of the ABC or at least Six Hundred Six Hundred Sixty Five Thousand and Forty Nine Pesos (PhP 665,049.00)*;
or
Statement of at least two (2) similar completed contracts, the aggregate amount of which should be equivalent to *at least 25% of the ABC or at least Six Hundred Six Hundred Sixty Five Thousand and Forty Nine Pesos (PhP 665,049.00)* and the largest of these similar contracts must be equivalent to at least half of the said aggregate amount or *at least Three Hundred Thirty-Two Thousand Five Hundred Twenty-Four and 50/100 Pesos (PhP 332,524.50)*; **and**
- ☐ (h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (j) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary’s Certificate in case of a

corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- ☐ (k) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- ☐ (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) – at least equal to ABC (**PhP 1,330,098.00**);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation (at least 10% of ABC or PhP 133,009.80).

II. FINANCIAL COMPONENT ENVELOPE

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

Guideline on the Preparation of Electronic Bid (e-Bid)
(for bidders who prefer electronic bid submission)

1. Convert all documents into Portable Document Format (PDF) and should be printable.
2. Properly label all documents for prompt identification. Filename of documents, whichever are applicable to the bidder, should be as follows:

Document	Filename (in PDF form)
1. PhilGEPS Certificate of Registration (Platinum)	PhilGEPS
2. Registration Certificate (SEC/DTI)	Registration Certificate
3. Mayor's/Business Permit	Mayor's-Business Permit
4. Tax Clearance	Tax Clearance
5. Statement of On-Going Government & Private Contracts	Statement of On-Going Contracts
6. Statement of Bidder's Single Largest Completed Contract	SLCC
7. Statement of at least two (2) similar completed contracts	Statement of Completed Contracts
8. Bid Security	Bid Security
9. Technical Specifications	Technical Specifications
10. SCHEDULE of Requirements/Production and delivery schedule	Schedule of Requirements
11. Manpower Requirements	Manpower Requirements
12. After Sales service/parts	After Sales
13. Omnibus Sworn Statement	Omnibus Sworn Statement
14. Audited Financial Statements	Audited Financial Statements
15. Net Financial Contracting Capacity	NFCC
16. Committed Line of Credit	CLC
17. Bid Form	Bid Form
18. Price Schedule	Price Schedule

3. Create two (2) folders that are password-protected. The first folder should contain all requirements under Technical Component checklist as presented under Section VIII. The second folder should contain all requirements under Financial Component checklist.
4. Compress the two (2) folders and name as follows: a) first folder: **Technical Documents**, b) second folder: **Financial Documents**.
5. Email the 2 compressed folders to Ms. Jessamine C. Ecleo at jecleo@vsu.edu.ph before the deadline (March 8, 2021; 8:30AM).



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