



# OFFICE OF THE SOLICITOR GENERAL

OSG Building, 134 Amorsolo St., Legaspi Village, Makati City  
Tel. No. 8988-1674 local 777; 8836-3314/Telefax No. 8813-1174

## Supply & Delivery of Toners with Free Use of Printer (FY2022 NEP)

Government of the Republic of the Philippines

[OSG PR No. 021-11-202 (2022)]

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

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

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

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

**EXW** – Ex works.

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

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

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

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

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

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



Republic of the Philippines

## Office of the Solicitor General

OSG Bldg. 134 Amorsolo St., Legaspi Village, Makati City  
Tel No. 8988-1674 loc. 777; & 8836-3314; Telefax No. 8813-11-74  
Website: www.osg.gov.ph

### INVITATION TO BID FOR Supply & Delivery of Toners with Free Use of Printer (FY2022 NEP)

1. The **Office of the Solicitor General**, through the **FY 2022 National Expenditure Program (NEP), Agency Specific Budget** intends to apply the sum of **Three Million Seven Hundred Fourteen Thousand Pesos (Php3,714,000.00)** for the **Supply & Delivery of Toner with Free Use of Printer (FY2022 NEP) / OSG PR No. 021-11-202 (2022)**. Bids received in excess of the Approved Budget for the contract (ABC) of **Three Million Seven Hundred Fourteen Thousand Pesos (Php3,714,000.00)** shall be automatically rejected at bid opening.
2. The **OSG** now invites bids for the above Procurement Project. Delivery of the Goods is required by **within 15 days upon receipt of NTP for One (1) Year Contract**. Bidders should have completed, within **five (5) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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 **OSG** and inspect the Bidding Documents at the address given below during **Monday to Friday 8:00am to 5:00pm**.
5. A complete set of Bidding Documents may be acquired by interested Bidders from Monday to Friday, between 8:00am to 5:00pm starting **3 December 2021** until 10:00 am of **22 December 2021**, 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 **Three Thousand Five Hundred**

**Pesos (Php3,500.00).** Interested bidders may purchase the bidding documents by depositing the amount of **Three Thousand Five Hundred Pesos (Php3,500.00)** with the **OSG Trust Fund 101 Account Number 1802-1016-23**, Office of the Solicitor General, Land Bank of the Philippines, Paseo de Roxas Branch, Makati City and submitting the proof of deposit at [fms@osg.gov.ph](mailto:fms@osg.gov.ph), or by paying directly with the Cashier's Office at the Office of the Solicitor General, 134 Amorsolo Street, Legaspi Village, Makati City.

6. The **OSG** will hold a Pre-Bid Conference open to prospective bidders on **10 December 2021 @ 10:30am** at the **9<sup>th</sup> Floor, Padilla Hall, OSG Building, 134 Amorsolo St., Legaspi Village, Makati City** and/or through video conferencing or webcasting *via* **Microsoft Teams**.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **10:25am of 22 December 2021**. **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 **10:30am of 22 December 2021** at the **9<sup>th</sup> Floor, Padilla Hall, OSG Building, 134 Amorsolo St., Legaspi Village, Makati City** and/or *via* **Microsoft Teams**. Bids will be opened in the presence of the bidders' representatives who choose to personally attend the activity.
10. Prospective Bidders are required to submit (1) one additional hard copy of their bid as allowed in **ITB** Clause 15.

Further Prospective Bidders are notified that **this procurement is undertaken through Early Procurement Activity. In this regard, prospective bidders are enjoined to refer to the GPPB Circular 06-2019 dated July 17, 2019 and other related issuances.**

Also, for purposes of videoconferencing, prospective bidders are advised to provide their email addresses not later than thirty (30) minutes before the activity at the email address below. While the BAC can conduct face-to-face pre-bid conference and opening of the bids amidst the quarantine imposed by the National Government, prospective bidders are enjoined to send only one (1) representative so that health and safety protocols can be properly observed.

11. The **OSG** 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:

**Christian D. Buat**

ADMIN Division – Procurement Section / BAC Sec

**Office of the Solicitor General**

OSG Building, 134 Amorsolo St., Legaspi Village, Makati City 1229



E-mail Address: [osg.procurement@gmail.com](mailto:osg.procurement@gmail.com)

Tel No. (02) **8988-1674** loc. **777** / (02) **8836-3314** / Telefax No. (02) **8813-1174**

Website: [www.osg.gov.ph](http://www.osg.gov.ph)

13. You may visit the following websites:

For downloading of Bidding Documents: <https://osg.gov.ph/page?call=proc-biditems>

Date of Issue: *December 3, 2021*



**SHARON E. MILLAN-DECANO**

Assistant Solicitor General

Chairperson, Bids and Awards Committee

*Section II. Instructions to Bidders*

## 1. Scope of Bid

The Procuring Entity, the **Office of the Solicitor General**, wishes to receive Bids for the **Supply & Delivery of Toner with Free Use of Printer (FY2022 NEP)**, with identification number **OSG PR No. 021-11-202 (2022)**.

The Procurement Project **Supply & Delivery of Toner with Free Use of Printer (FY2022 NEP)** is composed of **1 Lot**, the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for **FY 2022** in the amount of **Three Million Seven Hundred Fourteen Thousand Pesos (Php3,714,000.00)**.

2.2. The source of funding is:

- a. NGA, the **FY 2022 National Expenditure Program (NEP), Agency Specific Budget**

## 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 exceeding those allowed under the rules may participate:
- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
  - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have at least one (1) contract similar to the Project (SLCC) the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- a. at least twenty-five percent (25%) 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. The Procuring Entity prescribes 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 **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 e.
- b. For Goods offered from abroad:
- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
  - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

### 13. Bid and Payment Currencies

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

### 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing 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 **120 calendar days from date of opening of bids**. 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 of 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 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**

- 20.1. 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	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> <li>a. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.</li> <li>b. Completed within five (5) years prior to the deadline for the submission and receipt of bids.</li> </ul>
7.1	No further instructions.
12	The price of the Goods shall be quoted DDP to the <b><i>OSG Building, 134 Amorsolo St., Legaspi Village, Makati City</i></b> 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 <b>Php74,280.00</b> [two percent (2%) of ABC], 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 <b>Php185,700.0</b> [five percent (5%) of ABC] if bid security is in Surety Bond.</li> </ul>
19.3	The project will be awarded as one contract with an ABC of <b>Three Million Seven Hundred Fourteen Thousand Pesos (Php3,714,000.00)</b> inclusive of all government taxes and charges.
20.2	Must be a duly licensed and registered Service Contractor in accordance with Department of Labor and Employment Department Order No. 174, s, 2017.
21.2	No further instructions.

## ***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>“The service required by the Contract shall be rendered at the <b><i>OSG Building, 134 Amorsolo St., Legaspi Village, Makati City</i></b> as well as in other properties rented by the OSG as its office premises . 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><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><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered to <b><i>OSG Building, 134 Amorsolo St., Legaspi Village, Makati City</i></b>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered to <b><i>OSG Building, 134 Amorsolo St., Legaspi Village, Makati City</i></b>. 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 the <i>Supplies Section of the Administrative Division</i>.</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> <ul style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>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</li> </ul>

	<p>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> <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><b>Spare Parts –</b></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>
	<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  Name of the Supplier  Contract Description  Final Destination  Gross weight  Any special lifting instructions  Any special handling instructions  Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p>



	<p><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> <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	Payments are governed by the necessary auditing and accounting rules.
4	No further instructions.

## ***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.

<b>Item No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
1.	<b>Supply &amp; Delivery of Toner with Free Use of Printer (FY2022 NEP)</b>	1 Lot		Within 15 days upon receipt of Notice To Proceed

## ***Section VII. Technical Specifications***

# Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[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.]</i></p>

**TERMS OF REFERENCE  
OFFICE OF THE SOLICITOR GENERAL**

**Supply & Delivery of Toner with Free Use of Printer (FY2022 NEP)**

**I. RATIONALE**

The Office of the Solicitor General (OSG) seeks to procure the services of a managed printing service provider for its printing needs, with the objectives of optimizing cost, reducing obsolescence and boosting productivity. With the procurement of this utility, the **OSG** expects to contribute to the improvement of environmental sustainability and document security.

In view of the foregoing considerations, the **OSG** shall require the **BIDDER** to provide the required printer, with the corresponding genuine or Original Equipment Manufacturer (OEM) consumables.

**II. APPROVED BUDGET OF THE CONTRACT**

The total ABC for the project is Three Million Seven Hundred Fourteen Thousand Pesos (**PHP 3,714,000.00**) inclusive of all applicable government taxes and service charges.

**III. BIDDER’S QUALIFICATION REQUIREMENTS**

<b>Item</b>	<b>Specification / Particular</b>	<b>Statement of Compliance</b>
<b>1</b>	The <b>BIDDER</b> warrants that it shall conform strictly with the terms and conditions of the Term of Reference for the project	
<b>2</b>	<b>BIDDERS</b> must be a managed partner, reseller, dealer or distributor of the brand being offered for a period of at least five (5) years.	
<b>3</b>	<b>BIDDERS</b> must be an Authorized Service Center of the brand being offered for the last five (5) years up to the present. A current and valid certification as an Authorized Service Center of the manufacturer shall be submitted as part of the technical component of its bid proposal. The said certification must be issued by the manufacturer directly in favor of the <b>BIDDER</b> participating in the bidding.	
<b>4</b>	The <b>BIDDER</b> warrants, represents, and undertakes reliability of the services, product updates, and that their manpower complements are hardworking, qualified/reliable, and dedicated to do the service required to the satisfaction of the <b>OSG</b> . It shall employ well-behaved and honest employees with their IDs displayed conspicuously while working within the <b>OSG</b> compound. It shall not employ <b>OSG</b> employees to work in any category whatsoever.	

5	The <b>PROVIDER</b> shall comply with the laws governing employees' compensation, PhilHealth, Social Security and labor standards, and other laws, rules and regulations applicable to its personnel employed by the <b>PROVIDER</b> on account of the contracted services. The <b>PROVIDER</b> shall pay its personnel with not less than the minimum wage and other benefits mandated by law.	
6	The <b>PROVIDER</b> , in the performance in its services, shall secure and maintain at its own expense all registration, licenses, or permits required by National or Local Laws and shall comply with the rules, regulations, and directives of Regulatory Authorities and Commissions. The <b>PROVIDER</b> undertakes to pay all fees or charges payable to any instrumentality of government or to any other duly constituted authority relating to the use or operation of the installation.	
7	The <b>PROVIDER</b> shall coordinate with the authorized and/or designated <b>OSG</b> personnel in the performance of its jobs.	
8	The <b>PROVIDER</b> shall be liable for loss, damage or injury incurred directly or indirectly through the fault or negligence of its personnel. It shall assume full responsibility thereof and the <b>OSG</b> shall be specifically released from any and all liabilities arising therefrom.	
9	The <b>PROVIDER</b> shall neither assign, transfer, pledge, nor subcontract any part or interest therein.	
10	The <b>PROVIDER</b> must submit written proof that their company has experience/specialization in deploying printing solution for at least ten (10) companies (government or private) for five (5) years or more.	
11	Raw materials of toners must be ISO 9001:2008 and ISO 14001:2004 certified.	
12	For remanufactured toner, the <b>PROVIDER</b> must be <b>Standardized Test Methods Committee (STMC)</b> Compliant and certified by the International Imaging Technology Council.	
13	The <b>PROVIDER</b> must be able to offer the <b>OSG</b> a "no-capital-outlay" for a period of one (1) year.	
14	The <b>PROVIDER</b> must have a certified Toner Cartridge Technician.	

#### IV. SCOPE OF WORK

The project involves the following:

Item	Specification / Particular	Statement of Compliance
1	Supply, delivery, and installation of <b><u>Ninety One (91) units Network Ready Monochrome Laser Printers and Nine (9) Network Ready Colored Laser Printers.</u></b>	
2	Supply, delivery, and installation of <b><u>Three Hundred Sixty Four (364) units of Toner Cartridge (9,200-page yield each at 5% print coverage), eighteen 18 pcs of each CMYK toners (72) or two (2) sets of CMYK Toner per colored printer,</u></b> and OEM printing supplies (drum kits, etc.).	

3	Provide <b>one (1) in-house technician</b> who will report to <b>OSG</b> Case Management Service (CMS) for 8 hours x 5 days per week and will be the single point of contact for customer support. * Monday-Friday * Eight (8) hours per day	
4	The in-house technician shall be assigned as the single point of contact for on-site/end-user support and monitoring of printer machines.	

**V. TECHNICAL REQUIREMENTS – PRINTER SPECIFICATION**

<b>I. The PROVIDER shall provide a good quality printing solution as specified by the Office of the Solicitor General (OSG) as follows:</b>		
<b>Item</b>	<b>Specification / Particular</b>	<b>Statement of Compliance</b>
1	<p>Network Ready Monochrome Laser Printer specifications:</p> <ul style="list-style-type: none"> <li>a. Print speed: Up to 38ppm (A4)</li> <li>b. Printing method: Monochrome laser beam printing</li> <li>c. First Print Out Time: Approx.: 6 seconds</li> <li>d. Printer languages: UFRIL, PCL*5, PCL*6, Adobe PostScript 3*</li> <li>e. Interface type: USB 2.0 Hi-Speed, 10BASE-T/100BASE-TX/1000Base-T, Wireless 802.11b/g/n, Wireless Direct Connection</li> <li>f. Operating System: Windows 7 / Windows 8.1 / Windows 10 / Windows Server 2008 /Server 2012 R2 / Server® 2012 /Mac OS X version 10.8.5</li> <li>g. Double sided printing: Automatic (standard)</li> <li>h. Paper input (Standard): 250-sheet cassette, 100-sheet multi-purpose tray</li> <li>i. Media sizes Cassette (Standard and optional): A4, A5, A5 (Landscape), A6, B5, Legal, Letter, Executive, Statement, OFFICIO, Foolscap</li> <li>j. Duty cycle Max.: 80,000 pages per month</li> <li>k. Memory: 1GB</li> <li>l. Control panel: 5-Line LCD</li> <li>m. Dimensions with trays (W x D x H): Max: 453 mm x 464 mm x 392 mm</li> <li>n. Weight Approx.: 16.9 Kg</li> <li>o. Cartridge yield: 9,200 pages</li> <li><b>p. Brand new machines and manufacturing date of the machine should not be more than one (1) year from the date of bid submission, as evidenced by the Manufacturer’s Certificate.</b></li> </ul>	
2	<p>Network Ready Color Printer with the following specifications:</p> <ul style="list-style-type: none"> <li>a. Print speed: 27 ppm / 27 ppm (mono / color)</li> <li>b. Printing method: Color Laser Beam Printing</li> <li>c. Print quality: 1,200 × 1,200 dpi (equivalent) 9,600</li> </ul>	

	<p>(equivalent) × 600 dpi</p> <p>d. Warm-up time: 13 sec or less</p> <p>e. First Print Out Time, A4: 8.3 / 8.6 sec (mono / color)</p> <p>f. Printer languages: UFR II, PCL6, Adobe® PostScript® 3™, PDF, XPS</p> <p>g. Interface type: High-Speed USB 2.0, USB Host, 10Base-T / 100Base-TX / 1000Base-T Ethernet, Wi-Fi 802.11b/g/n (Infrastructure mode, WPS, Direct Connection)</p> <p>h. Operating System: Microsoft® Windows® 10 (32, 64-bit), Windows® 8.1 (32, 64-bit), Windows® 8 (32, 64-bit), Windows® 7 (32, 64-bit), Windows® Server 2016 (64-bit), Windows® Server 2012 R2 (64-bit), Windows® Server 2012 (64-bit), Windows® Server 2008 R2 (64-bit), Windows® Server 2008 (32, 64-bit), Mac OS X (*2) 10.7.5 &amp; up, Linux (*2)</p> <p>i. Double sided printing: Standard</p> <p>j. Paper input (Standard): cassette: 250 sheets; MP Tray: 50 sheets</p> <p>k. Media sizes Cassette (Standard and optional): A4, B5, A5, Legal (*1), Letter, Executive, Statement, Foolscap, Indian Legal</p> <p>l. Duty cycle Max.: 50,000 pages</p> <p>m. Memory: 1 GB</p> <p>n. Control panel: 5” Color Touchscreen LCD</p> <p>o. Dimensions with trays (W x D x H): 476 x 469 x 379 mm</p> <p>p. Weight Approx.: 19.0 kg (without cartridge)</p> <p>q. 21.0 kg (with cartridge)</p> <p>r. Cartridge yield: Cartridge BK, High Yield: 6,300 pages</p> <p>s. Cartridge C/M/Y, High Yield: 5,000 pages</p> <p><b>t. Brand new machines and manufacturing date of the machine should not be more than one (1) year from the date of bid submission, as evidenced by the Manufacturer’s Certificate.</b></p>	
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**VI. OTHER DELIVERABLES**

Item	Specification / Particular	Statement of Compliance
	<p>The <b>PROVIDER</b> shall also deliver the following services:</p> <p>a. Printer consumables (drum, developer and fuser) and replacement parts free of charge (except breakable plastic parts due to user fault).</p> <p>b. Free on-site maintenance and technical support.</p> <p>c. No security deposit required.</p>	



## VII. PRINTER DISTRIBUTION

The OSG printer device distribution are as follows:

OFFICES	Monochrome Printer	Colored Printer	Statement of Compliance
Secretariat	2	1	
Legal Divisions	70		
DMS	6	1	
FMS	3	1	
HRMAS	3	2	
CMS	2	1	
SCN	1	1	
Planning	1	1	
Internal Audit	1		
Library	1		
COA	1	1	
<b>TOTAL</b>	<b>91</b>	<b>9</b>	

*\* Deployment may vary per number of employees per division*

## VIII. OTHER PROJECT REQUIREMENTS IF AWARDED THE CONTRACT

Item	Specification / Particular	Statement of Compliance
	<p><b>A. PRE-INSTALLATION</b> Provide detailed work plan specifying installation design, detailed activities, and network diagram showing connectivity from end user's printer services, print server, and Active Directory server within fifteen (15) calendar days from the receipt of Notice to Proceed.</p>	
	<p><b>B. ACTUAL INSTALLATION</b></p> <ol style="list-style-type: none"> <li>1. Deliver and install the hardware in each office indicated in the distribution list.</li> <li>2. Supply of original printing supplies (new toners, drum kits) installed on each machine upon delivery of the printers.</li> <li>3. Complete the delivery, installation and configuration within forty-five (45) calendar days from the receipt of the Notice to Proceed. Otherwise, the <b>WINNING BIDDER</b> shall pay the corresponding penalties/liquidated damages in the amount of one tenth of one percent (1/10 of 1%) of the total contract price for every calendar day of delay.</li> </ol>	
	<p><b>C. CONFIGURATION</b></p> <ol style="list-style-type: none"> <li>1. Configure Drivers to all workstation accessing the printers.</li> <li>2. Configure connectivity to Active Directory Services for printer visibility.</li> </ol>	
	<p><b>D. IMPLEMENTATION</b></p> <ol style="list-style-type: none"> <li>1. Managed Printing Services covering the period of twelve (12) months shall commence from the issuance of Certificate of Inspection and Acceptance.</li> </ol>	

	<p>2. The in-house technician shall maintain all equipment in proper working order.</p> <p>3. Provide an escalation list and procedure in reporting fault and outages.</p>	
	<p><b>E. MAINTENANCE</b></p> <p>The <b>WINNING BIDDER</b>, during the duration of the contract, shall provide the following:</p> <p>a. Response time within twenty-four (24) hours from receipt of request thru telephone, fax, or email from the authorized personnel of the Case Management Service of the Office of the Solicitor General</p> <p>b. Quarterly preventive maintenance</p> <p>c. Installation of printer, if necessary</p> <p>d. Repair or replacement of spare parts due to inherent defects and/or caused by normal wear and tear of printer.</p> <p>e. In case a printer would need repair and/or replacement due to ordinary wear and tear and/or inherent factory defects, the <b>PROVIDER</b> shall replace the printer with one in equally good working condition within twenty-four (24) hours.</p> <p>f. Collection of devices and consumables for disposal.</p> <p>g. The <b>WINNING BIDDER</b> shall provide training to adequately instruct the personnel in the use of the equipment. The training shall also include orientation with the staff assisting with network setup at no additional charge. A manual or manuals containing operating and service instructions for the equipment shall be delivered with each unit. Necessary warnings and safety precautions should be included.</p> <p>h. The <b>WINNING BIDDER</b> shall respond with and provide both remedial and preventative service maintenance for all units at no cost.</p>	

**IX. DUTIES AND RESPONSIBILITIES OF OSG**

- A. Grant the **WINNING BIDDER**'s authorized representative access to its premises, equipment and facilities located therein to perform its obligations, provided that such representative shall be accompanied by the duly assigned **OSG CMS** personnel;
- B. Responsible for the safe custody and use of the equipment installed by the winning **BIDDER/PROVIDER**;
- C. Issue Certificate of Inspection and Acceptance.

## X. PRE-TERMINATION OF THE CONTRACT

Item	Specification / Particular	Statement of Compliance
A.	The Contract may be pre-terminated by the <b>OSG</b> for any violation of the terms therein. In case of pre-termination, The <b>PROVIDER</b> shall be informed by the <b>OSG</b> , thirty (30) days prior to such pre-termination.	
B.	In case of pre-termination, the <b>PROVIDER</b> shall be liable for additional liquidated damages equivalent to one percent (1%) of the total contract price, as provided by the Government Accounting and Auditing Manual (GAAM) and forfeiture of the Performance Security Bond.	
C.	The <b>OSG</b> shall have the right to blacklist the <b>PROVIDER</b> in case of pre-termination.	

## XI. EXTENSION CLAUSE

Item	Specification / Particular	Statement of Compliance
A.	If the new contract is not yet awarded after the expiration of the present contract, the parties shall extend the existing contract on a month to month basis under the same provisions, terms and conditions stipulated in the Contract and Terms of Reference.	
B.	If the <b>OSG</b> requires an additional unit, the <b>WINNING BIDDER/PROVIDER</b> shall supply the machine bundled with four (4) toner cartridges.	
C.	If initial purchased toner is insufficient, the <b>OSG</b> guarantees to purchase the toners exclusively from the <b>WINNING BIDDER</b> at the same unit price provided in the bidding tender.	

## XII. WARRANTIES AND DELIVERIES OF THE CONTRACTOR

Item	Specification / Particular	Statement of Compliance				
1.	<p>To guarantee the performance by the winning bidder of its obligations under the contract, it shall post a performance security prior to the signing thereof. The performance security shall be in an amount not less than the required percentage of the total contract price in any of the following forms and in accordance with the following schedule:</p> <table border="1" data-bbox="335 1720 1225 1980"> <thead> <tr> <th>Form of Performance Security</th> <th>Amount of Performance Security (Not less than the required percentage of the Total Contract Price)</th> </tr> </thead> <tbody> <tr> <td>a) Cash or cashier's/ manager's check issued by a Universal of Commercial Bank.</td> <td>5%</td> </tr> </tbody> </table>	Form of Performance Security	Amount of Performance Security (Not less than the required percentage of the Total Contract Price)	a) Cash or cashier's/ manager's check issued by a Universal of Commercial Bank.	5%	
Form of Performance Security	Amount of Performance Security (Not less than the required percentage of the Total Contract Price)					
a) Cash or cashier's/ manager's check issued by a Universal of Commercial Bank.	5%					

	b) Bank draft/ guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	5%	
	c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	30%	

**2. The OSG shall pay the CONTRACTOR in accordance with the following schemes / schedules:**

	<b>Particulars</b>	<b>Remarks/ Conditions</b>
First release	15% of the Total Contract Price, less 5% warranty deposit, computed based on the progress billing.	The amount represents the mobilization fund. The CONTRACTOR shall submit a written request after the Contract is duly signed and notarized.
Second release (- delivery of printers, - 30 days after the issuance of notice of award)	35% of the Total Contract Price, or upon completion of delivery of printers less 5% warranty deposit, computed based on the progress billing.	The percentage of accomplishment must be 100% delivery of printers (corresponding to the 15% mobilization fund and 35% Total Contract Price )
Third release (3rd week of March 2022)	25% of the Total Contract Price, or Upon completion of delivery of toners, less 5% warranty deposit, computed based on the progress billing.	The percentage of accomplishment must be at least 100% deliveries of printers and 50% of all types of toners..
Fourth release (July 2022)	25% of the Total Contract Price, or Upon completion of full delivery of toners, less 5% warranty deposit, computed based on the progress billing	The percentage of accomplishment must be at least 100% deliveries of printers and 100% of all types of toners..
Fifth release	Release of 5% withheld warranty deposit of the Total Contract Price	For the procurement of Goods, in order to assure that manufacturing defects shall be corrected by the supplier, a warranty security shall be required from the contract awardee for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of non-expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies.

### XIII. HEALTH PROTOCOL

Item	Specification / Particular	Statement of Compliance
•	The <b>PROVIDER</b> shall ensure that its manpower and personnel shall observe the minimum health and safety protocols enforced by the national government and the <b>OSG</b> in view of the ongoing pandemic during the actual delivery, as well as the checking and fixing of the equipment within the warranty period.	
•	The costs of ensuring compliance with the health protocols, including but not limited to testing, personal protective equipment, etc., of the <b>PROVIDER</b> 's employees/personnel shall be for the account of the <b>PROVIDER</b> .	

***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).

#### Technical Documents

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

#### Financial Documents

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

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

***Class "B" Documents***

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

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

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

**25 FINANCIAL COMPONENT ENVELOPE**

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



