Republic of the Philippines
Department of Agriculture
Bureau of Fisheries and Aquatic Resources

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Government of the Republic of the Philippines

Bid Reference. No. 2022 – 46

"INSTALLATION OF SOLAR (PV MODULE HYBRID SYSTEM) WATER PUMPS (SHALLOW/DEEP WELL) AND OTHER STRUCTURES AT BFAR NATIONAL FRESHWATER FISHERIES TECHNOLOGY CENTER (NFFTC)"

Purchase Request No.	Lot No.	Approved Budget for the Contract (ABC)	End-User
22-08-822	1	₱ 2,000,000.00	**MA. JODECEL C. DANTING** Center Chief, BFAR NFFTC

Sixth Edition
July 2020

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Infrastructure Projects (hereinafter referred to also as the "Works") through Competitive Bidding have been prepared by the Government of the Philippines for use by all branches, agencies, departments, bureaus, offices, or instrumentalities of the government, including government-owned and/or -controlled corporations, government financial institutions, state universities and colleges, local government units, and autonomous regional government. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

The PBDs are intended as a model for admeasurements (unit prices or unit rates in a bill of quantities) types of contract, which are the most common in Works contracting.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract; (ii) the eligibility requirements of Bidders; (iii) the expected contract duration; and (iv) the obligations, duties, and/or functions of the winning Bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Works to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

a. All the documents listed in the Table of Contents are normally required for the procurement of Infrastructure Projects. However, they should be adapted as necessary to the circumstances of the particular Project.

b. Specific details, such as the "*name of the Procuring Entity*" and "*address for bid submission*," should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.

c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, BDS, General Conditions of Contract, Special Conditions of Contract, Specifications, Drawings, and Bill of Quantities are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

d. The cover should be modified as required to identify the Bidding Documents as to the names of the Project, Contract, and Procuring Entity, in addition to date of issue.

e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.

f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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Glossary of Terms, Abbreviations, and Acronyms

ABC – Approved Budget for the Contract.

ARCC – Allowable Range of Contract Cost.

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.

CDA – Cooperative Development Authority.

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])

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.

Contractor – is a natural or juridical entity whose proposal was accepted by the Procuring Entity and to whom the Contract to execute the Work was awarded. Contractor as used in these Bidding Documents may likewise refer to a supplier, distributor, manufacturer, or consultant.

CPI – Consumer Price Index.

DOLE – Department of Labor and Employment.

DTI – Department of Trade and Industry.

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]).

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.

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.

PCAB – Philippine Contractors Accreditation Board.

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.

UN – United Nations.

Section I. Invitation to Bid

Republic of the Philippines
Department of Agriculture
Bureau of Fisheries and Aquatic Resources
BIDS AND AWARDS COMMITTEE OFFICE
2/F Fisheries Building Complex, Bureau of Plant Industry Compound, Visayas Avenue, Diliman, Quezon City, Philippines 1101
Website: www.bfar.da.gov.ph E-mail: bac.eps@bfar.da.gov.ph Tel. No.: (02) 332 4661

INVITATION TO BID:

BID REFERENCE NO. 2022–46

"INSTALLATION OF SOLAR (PV MODULE HYBRID SYSTEM) WATER PUMPS (SHALLOW/DEEP WELL) AND OTHER STRUCTURES AT BFAR NATIONAL FRESHWATER FISHERIES TECHNOLOGY CENTER (NFFTC)"

1. The Department of Agriculture - Bureau of Fisheries and Aquatic Resources (DA-BFAR), through the General Appropriations Act for 2022 intends to apply the sum of **Two Million Pesos (₱2,000,000.00)** being the Approved Budget for the Contract (ABC) to payment under the contract for **Bid Reference No. 2022–46** entitled **"INSTALLATION OF SOLAR (PV MODULE HYBRID SYSTEM) WATER PUMPS (SHALLOW/DEEP WELL) AND OTHER STRUCTURES AT BFAR NATIONAL FRESHWATER FISHERIES TECHNOLOGY CENTER (NFFTC)"**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

PR No.	Lot No.	Description	Approved Budget for the Contract (ABC) (PhP)	Bidding Documents Fee (PhP)
22-08-822	1	INSTALLATION OF SOLAR (PV MODULE HYBRID SYSTEM) WATER PUMPS (SHALLOW/DEEP WELL) AND OTHER STRUCTURES AT BFAR NATIONAL FRESHWATER FISHERIES TECHNOLOGY CENTER (NFFTC)	₱ 2,000,000.00	₱ 5,000.00
		TOTAL	**₱ 2,000,000.00**	**₱ 5,000.00**

2. The DA – BFAR now invites bids for the above Procurement Project. Completion of the Works is required within ***sixty-five (65) calendar days*** upon receipt of the Notice to Proceed. Bidders should have completed 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 non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

4. Interested bidders may obtain further information from ***DA – BFAR Bids and Awards Committee (BAC) Secretariat*** and inspect the Bidding Documents at the address given below from ***8:00 AM to 5:00 PM, Monday to Friday***.

5. A complete set of Bidding Documents may be acquired by interested bidders at ***2/F, BAC Office, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City*** and/or through ***electronic means*** and upon payment of a non-refundable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount stated above. The DA-BFAR shall allow the bidder to present its proof of payment for the fees in person, or through electronic means.

6. The DA – BFAR will hold a Pre-Bid Conference[1] through videoconferencing/webcasting via ***"Zoom"*** application, which shall be open to interested bidders who have successfully completed registration one (1) calendar day prior to the Pre-bid Conference using Google Form https://docs.google.com/forms/d/e/1FAIpQLSe2AXEE3YCCFUsrLDPL7-K2w6Ic4Qxq83oP7NhMllgDkEar5g/viewform?usp=pp_url and in accordance with the **"Annex A, Bidder's Kit – I"**.

   The Schedule of Procurement Activities are:

PROCUREMENT ACTIVITIES	DATE	TIME	VENUE
AVAILABILITY OF BID DOCUMENT	Starting 16 September 2022 (Friday)	8:00 AM to 5:00 PM	BFAR-BAC OFFICE 2/F, Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Quezon City
PRE-BID CONFERENCE	23 September 2022 (Friday)	10:00 AM	via ZOOM
DEADLINE OF SUBMISSION AND RECEIPT OF BIDS	05 October 2022 (Wednesday)	9:30 AM	BFAR-BAC OFFICE 2/F, Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Avenue, Quezon City
DATE OF OPENING OF BIDS	05 October 2022 (Wednesday)	10:00 AM	via ZOOM

7. Bids must be duly received by the BAC Secretariat through, the options given below and as indicated in **ITB** Clause 15 of this bidding documents, on or before **5 October 2022** at **9:30 A.M**. Late bids shall not be accepted:

   (i) ***manual submission*** at the office address: ***2/F – BAC Office, Fisheries Building Complex, BPI Compound, Visayas Avenue, Diliman, Quezon City;***

   <u>or</u>

[1] May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a pre-bid conference.

(ii) Both ***manual and online or electronic submission*** at bac.eps@bfar.da.gov.ph Please see BFAR-BAC Online bidding procedure.

8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 16.

9. Bid opening shall be through video conferencing or webcasting via ***"Zoom"*** application. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity and in accordance with the BFAR – BAC procedure for online bidding as stated in the "**Annex A, Bidder's kit VII**".

10. The DA – BFAR 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 Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

BFAR-BAC Secretariat
Address: 2/Floor, BFAR BAC Office, Fisheries Building Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City
Email: **bac.eps@bfar.da.gov.ph**
Telephone number: 0923-5643327
Website address: www.bfar.da.gov.ph

12. You may visit the following websites:

For downloading of Bidding Documents: www.bfar.da.gov.ph

Issued this 16th day of September 2022

ATTY. DEMOSTHENES R. ESCOTO
Chairperson, Bids and Awards Committee (BAC)

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, DA – BFAR invites Bids for the **"INSTALLATION OF SOLAR (PV MODULE HYBRID SYSTEM) WATER PUMPS (SHALLOW/DEEP WELL) AND OTHER STRUCTURES AT BFAR NATIONAL FRESHWATER FISHERIES TECHNOLOGY CENTER (NFFTC)***",* with Project Identification Number ***2022–46***.

The Procurement Project (referred to herein as "Project") is for the construction of Works, as described in Section VI (Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for ***FY 2022*** in the amount of ***Two Million Pesos (₱ 2,000,000.00)***.

2.2. The source of funding is General Appropriations Act.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manual 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 invitation to bid 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 inspected the site, determined the general characteristics of the contracted Works and the conditions for this Project, such as the location and the nature of the work; (b) climatic conditions; (c) transportation facilities; (c) nature and condition of the terrain, geological conditions at the site communication facilities, requirements, location and availability of construction aggregates and other materials, labor, water, electric power and access roads; and (d) 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, Coercive, and Obstructive Practices

The Procuring Entity, as well as the Bidders and Contractors, 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. The Bidder must have an experience of having completed a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC adjusted, if necessary, by the Bidder to current prices using the PSA's CPI, except under conditions provided for in Section 23.4.2.4 of the 2016 revised IRR of RA No. 9184.

A contract is considered to be "similar" to the contract to be bid if it has the major categories of work stated in the **BDS**.

5.3. For Foreign-funded Procurement, the Procuring Entity and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the Bidding Document prepared for this purpose.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.2 of the 2016 IRR of RA No. 9184.

6. Origin of Associated 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.

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 fifty percent (50%) of the Project.

The Procuring Entity has prescribed that:

a. Subcontracting is not allowed.

7.1. The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criterial stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.

7.2. The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.

7.3. Subcontracting of any portion of the Project does not relieve the Contractor of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Contractor's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time through video conferencing or webcasting via ***"Zoom"*** application 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 IX. Checklist of Technical and Financial Documents**.

10.2. 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. 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.

10.3. In case of joint ventures, a special PCAB License, and registration for the type and cost of the contract for this Project, shall be required. Any additional type of Contractor license or permit shall be indicated in the **BDS**.

10.4. A List of Contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen) assigned to the contract to be bid, with their complete qualification and experience data shall be provided. These key personnel must meet the required minimum years of experience set in the **BDS**.

10.5. A List of Contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership, certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be, must meet the minimum requirements for the contract set in the **BDS**.

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 IX. Checklist of Technical and Financial Documents**.

11.2. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

11.3. 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. Alternative Bids

Bidders shall submit offers that comply with the requirements of the Bidding Documents, including the basic technical design as indicated in the drawings and specifications. Unless there is a value engineering clause in the **BDS**, alternative Bids shall not be accepted.

13. Bid Prices

All bid prices for the given scope of work in the Project as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances as determined by the NEDA and approved by the GPPB pursuant to the revised Guidelines for Contract Price Escalation guidelines.

14. Bid and Payment Currencies

14.1. 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.

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

15. Bid Security

15.1. 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**.

15.2. The Bid and bid security shall be valid until ***February 2, 2023***. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

16. Sealing and Marking of Bids

Each Bidder shall submit bids in accordance with **Section III – Bid Data Sheet, ITB Clause 16**.

17. Deadline for Submission of Bids

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.**

18. Opening and Preliminary Examination of Bids

18.1. 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.

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

19. Detailed Evaluation and Comparison of Bids

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

19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 16 shall be submitted for each contract (lot) separately.

19.3. In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.

20. Post Qualification

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

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

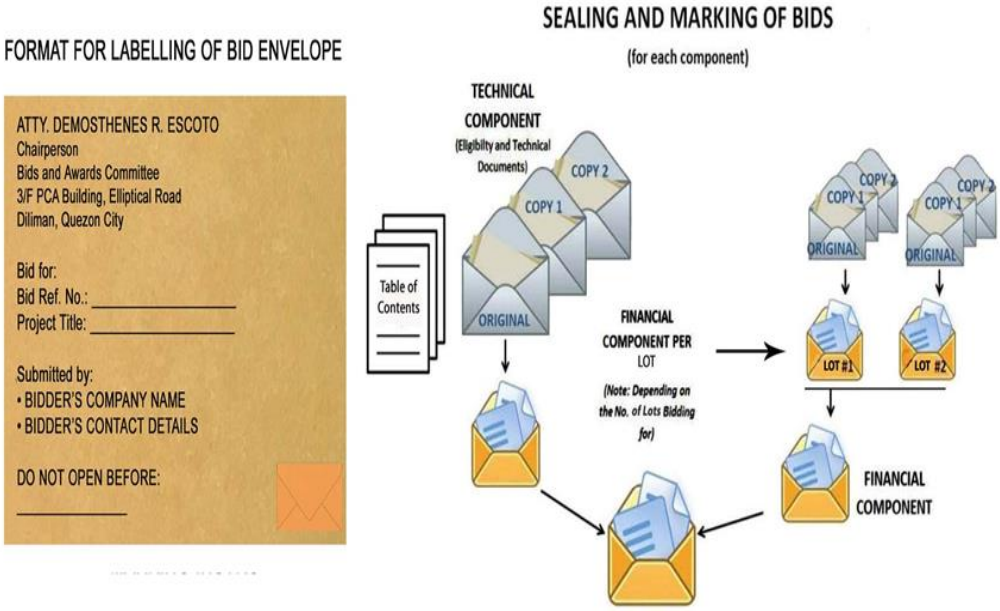
ITB Clause	
5.2	For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be: **a.** Fabrication and Installation of different solar power system project and any kind of building construction. **b.** Completed within one (1) year prior to the deadline for the submission and receipt of bids.
7.1	*Subcontracting is not allowed.*
10.3	A valid and current Philippine Contractors Accreditation Board (PCAB) License – Specialty for Fabrication and Installation of different Solar Power System with minimum range class Small B license, category C and D.
10.4	The key personnel must meet the required minimum years of experience set below:

Key Personnel	General Experience	Relevant Experience
Electrical Engineer/ Civil Engineer and other related Engineering field	5 years	2 years
Installer	5 years	2 years
Foreman	2 years	1 year
Mason	2 years	1 year
Laborers	N/A	N/A

10.5	The minimum major equipment requirements are the following:	
	Equipment	Capacity	Number of Units
	Mixer	one bagger	1
	speed cutter and other tools for installation and fabrication		
12	*No further instructions.*	
15.1	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 **₱ 40,000.00** *two percent (2%) of ABC,* if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; **b.** The amount of not less than **₱ 100,000.00** *five percent (5%) of ABC* if bid security is in Surety Bond.	

16	Participating bidders/suppliers may submit their bidding documents through either of the following forms: **1. Hard Copy/Physical Document** • Submitted directly through the BAC Office Address: ***<u>Bids and Awards Committee (BAC) Office</u>*** *<u>Bureau of Fisheries and Aquatic Resources</u>* *<u>Fisheries Building Complex, BPI Compound, Visayas Ave, Diliman, Quezon City</u>* **Note: If the participating bidders/suppliers only submits a hardcopy of the document, and the same is discovered to be damaged or the entries thereof are not readable during the opening thereof, said participating bidders/suppliers loses his privilege to participate in the bidding.** **2. Electronic and Hard Copy Document** • The hard copy/physical document shall be scanned and encrypted with password *(refer to Annexes – BFAR-BAC Online bidding Procedure)*. • The scanned document will be sent via email at **<u>bac.eps@bfar.da.gov.ph</u>** Bidders/suppliers may opt to submit both electronic and hardcopy in compliance with the abovementioned details. **Note: In case the electronic copy is discovered corrupted during opening, the back-up hardcopy will be opened as alternative option. However, in the event that both electronic copy and hardcopy are corrupted and/or not readable participating bidders/suppliers loses his privilege to participate in the bidding.** **A. GUIDELINES ON LABELING AND MARKING OF BID ENVELOPE FOR THE SUBMISSION OF HARD COPIES:** 1. Main envelope shall: a) bear addressed to the Procuring Entity's BAC; b) bear the specific identification/Bid Reference No. of this bidding; c) contain the name of the contract/Project Title to be bid; d) bear the Company name, address and contact details of the Bidder; and e) bear a warning "DO NOT OPEN BEFORE" (the date and time of opening of Bids); 2. Bidders shall enclose the First component (Eligibility and Technical documents) and Second components (Financial documents) of their bid; 3. Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid; 4. The inner envelopes of the first and second component shall be similarly sealed and duly marked as Original, Copy 1 and Copy 2; and 5. Each components must contain Table of Contents and all documents attached should be properly tabbed and bound; and 6. All pages should be signed by the bidder's authorized representative.

Please see attached Illustration for your reference:



Sample format of labeled bid envelopes:

ATTY. DEMOSTHENES R. ESCOTO
Chairperson
Bids and Awards Committee
2/F Fisheries Building Complex, BPI Compound, Brgy. Vasra,
Visayas Avenue, Quezon City

Bid for: **BID REFERENCE NO.: 2022-46**

"INSTALLATION OF SOLAR (PV MODULE HYBRID SYSTEM) WATER PUMPS (SHALLOW/DEEP WELL) AND OTHER STRUCTURES AT BFAR NATIONAL FRESHWATER FISHERIES TECHNOLOGY CENTER (NFFTC)"

Submitted by:

- **BIDDER'S COMPANY NAME**
- **BIDDER'S CONTACT DETAILS**

DO NOT OPEN BEFORE:

- **5 October 2022 (Wednesday), 10:00 A.M.**

Important: DA-BFAR will assume that the submitted electronic copies must be the same with the printed copies.

B. GUIDELINES ON ELECTRONIC/ONLINE SUBMISSION AND RECEIPT OF BIDS:

Preparation of Bid Documents

The bidder shall prepare a final scanned copy of its Bid divided into two different files :

- **Eligibility Documents & Technical Documents; and**
- **Financial Documents**

To ensure confidentiality, authentication, integrity of the documents, the bidder shall use a two-factor security procedure consisting of an archive format compression of its bid.

Step 1. Scan the original copy of the Eligibility Documents & Technical Documents and Financial Documents, save as a PDF file and comply with the label format below:

1. "BFAR Bid Reference No._____ (Name of Bidder); Legal & Technical Documents"

Example

BFAR BID REFERENCE NO.2020-1(NIKE.INC); Legal & Technical Documents
BFAR BID REFERENCE NO.2020-1(NIKE.INC); Legal & Technical Documents

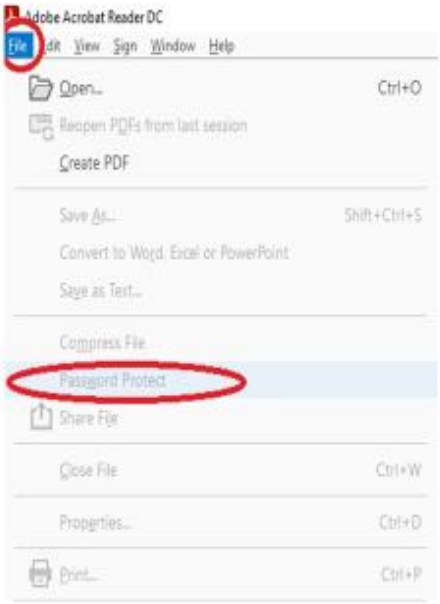
2. "BFAR Bid Reference No._____ (Name of Bidder); Financial Documents"

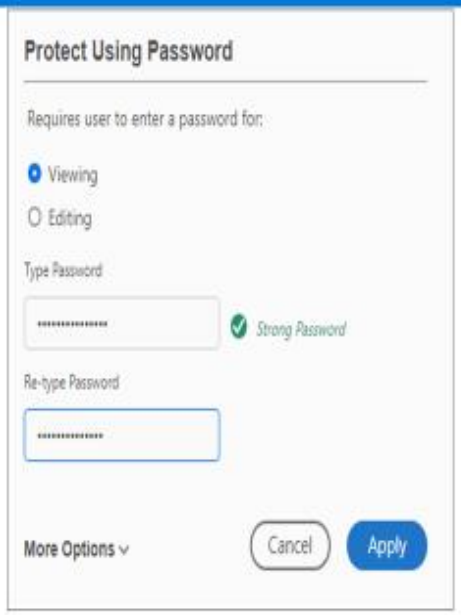
Example

BFAR BID REFERENCE NO.2020-1(NIKE.INC); Financial Documents
BFAR BID REFERENCE NO.2020-1(NIKE.INC); Financial Documents

Adding a password to a .PDF file using Adobe Acrobat Reader DC.

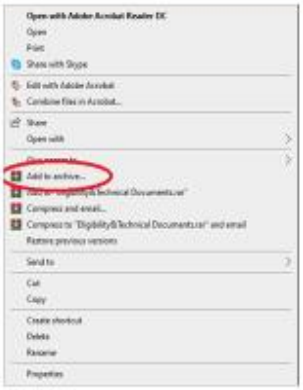
1. Open the PDF file
2. Choose **File > Protect Using Password.**





3. Select to set the password for Viewing the PDF
4. Type and retype your password.
5. Click **Apply**

Step 2. To archive and compress the file using WinRAR Application



1. Right Click the password protected .PDF file.
2. Select **"Add to archive."**

3. In the Archive name and parameters dialog box, select **"Radio button ZIP"** and click **"Set password."**

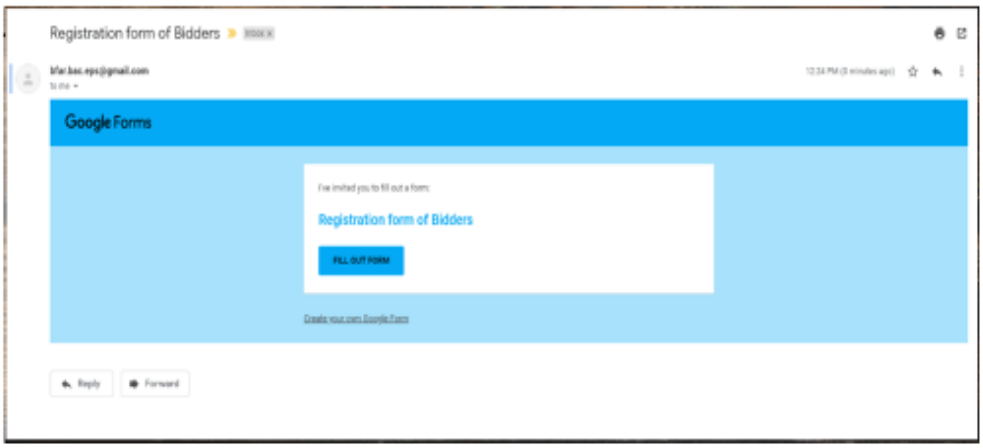
4. Type your password and Click **"OK button."**

Note: Passwords must be 8-16 characters and contain both numbers and letters/special characters. The bidder is required setting a unique combination for each file and folder. Same passwords for all files are not allowed

Submitting of the Bidding Documents

Bidders shall submit their Bids through Google Form at any time before the closing date and time specified in the Bidding Documents

Step 1. BAC Secretariat will send the Invitation link of Registration Form, thru bac.eps@bfar.da.gov.ph e-mail address.



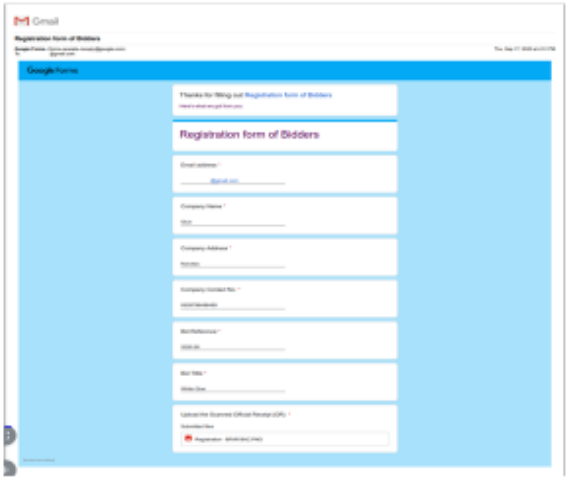
Step 2. Upon received, click the **FILL OUT FORM.**

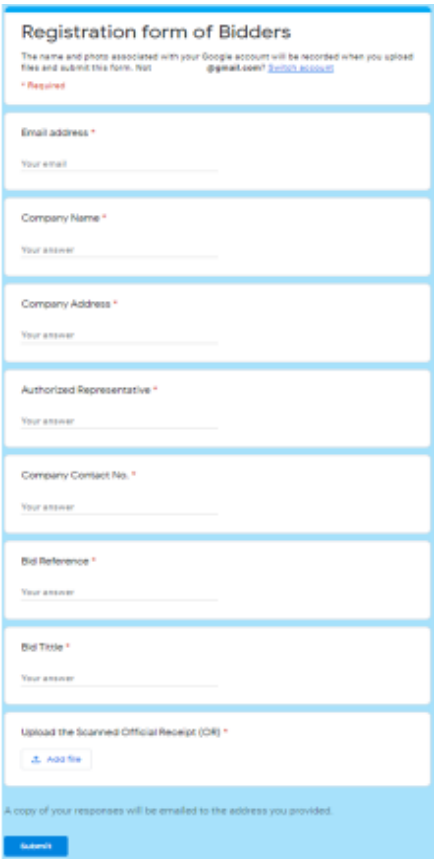
Step 3. Bidder must fill in the following required information.

Step 4. Click the **Add file** to upload Scanned Copy of Official Receipt (OR).

Step 5. After uploading of the Scanned Copy of OR, the bidder shall click the **Submit** button to complete the process and BAC Secretariat shall verify the submitted Official Receipt (OR).

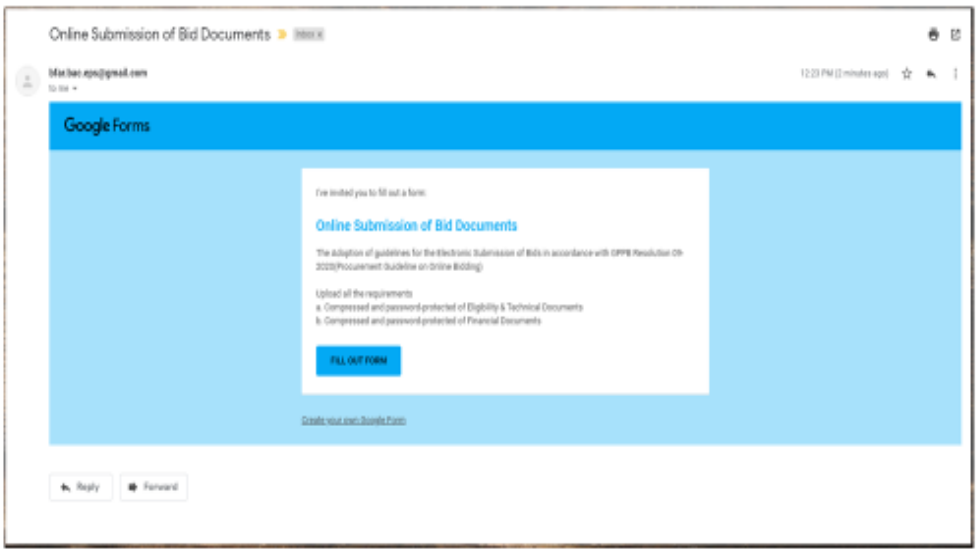
Step 6. A copy of the response will be automatically emailed to the address provided by the bidders.





Step 7. Upon verification of the Official Receipt (OR), the BAC Secretariat shall send the Public Bidding Documents through the given email or shall provide a hard copy upon request. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

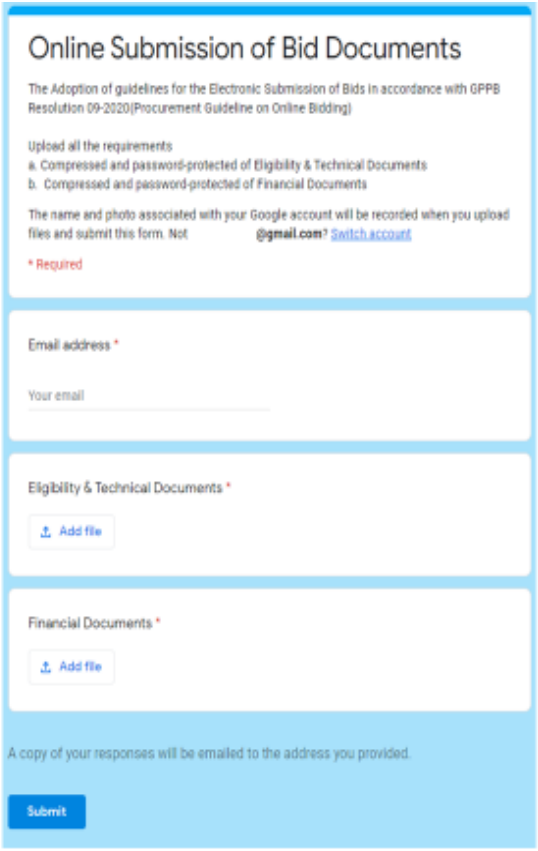
Step 8. The BAC Secretariat will send another Google Form link to the bidder, who already purchased the bidding documents, through email directing to the "Online Submission of the Bid Documents".



Step 9. Upon received, click the **FILL OUT FORM**.

Step 10. Click the **Add file** button to upload the compressed and password-protected files of Eligibility & Technical and Financial Documents (ZIP File)

Step 11. Click the **Submit** button to complete the process. A copy of the response will be automatically emailed to the address provided by the bidders which can be saved or printed by the bidder, as proof of the official time of submitted/receipt of bids.



	IMPORTANT REMINDERS DURING BID OPENING PROCESS 1. Bidders are encouraged to attend the bid opening online via Zoom Application. The passwords for the folders (ZIP) and the files (.PDF) shall be disclosed by the bidders only during actual bid opening. 2. The official representative of the bidder shall respond promptly in the same chat box with the passwords when prompted. Bidders are given within five (5) minutes to respond with the passwords. If the bidder does not provide or respond with the password within five (5) minutes, the BAC Secretariat shall open the submitted hard copy of the bidding documents. 3. The bidder shall first disclose the password for the compressed folder (ZIP file) containing the Eligibility & Technical documents, second disclose the password for the Eligibility & Technical document (.PDF file). The Secretariat will share the screen via Zoom during accessing the submitted Bid. 4. If the bidder fails to provide the correct password after the third attempt, the BAC Secretariat shall open the submitted hard copy of the bidding documents.
19.2	*No further instruction.*
20	*No further instruction.*
21	Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as construction schedule and S-curve, manpower schedule, construction methods, equipment utilization schedule, construction safety and health program approved by the DOLE, and other acceptable tools of project scheduling.

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.

2. Sectional Completion of Works

If sectional completion is specified in the **Special Conditions of Contract (SCC)**, references in the Conditions of Contract to the Works, the Completion Date, and the Intended Completion Date shall apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).

3. Possession of Site

3.1 The Procuring Entity shall give possession of all or parts of the Site to the Contractor based on the schedule of delivery indicated in the **SCC,** which corresponds to the execution of the Works. If the Contractor suffers delay or incurs cost from failure on the part of the Procuring Entity to give possession in accordance with the terms of this clause, the Procuring Entity's Representative shall give the Contractor a Contract Time Extension and certify such sum as fair to cover the cost incurred, which sum shall be paid by Procuring Entity.

3.2 If possession of a portion is not given by the above date, the Procuring Entity will be deemed to have delayed the start of the relevant activities. The resulting adjustments in contract time to address such delay may be addressed through contract extension provided under Annex "E" of the 2016 revised IRR of RA No. 9184.

4. The Contractor's Obligations

The Contractor shall employ the key personnel named in the Schedule of Key Personnel indicating their designation, in accordance with **ITB** Clause 10.3 and specified in the **BDS**, to carry out the supervision of the Works.

The Procuring Entity will approve any proposed replacement of key personnel only if their relevant qualifications and abilities are equal to or better than those of the personnel listed in the Schedule.

5. Performance Security

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

5.2. The Contractor, by entering into the Contract with the Procuring Entity, acknowledges the right of the Procuring Entity to institute action pursuant to RA No. 3688 against any subcontractor be they an individual, firm, partnership, corporation, or association supplying the Contractor with labor, materials and/or equipment for the performance of this Contract.

6. Site Investigation Reports

The Contractor, in preparing the Bid, shall rely on any Site Investigation Reports referred to in the **SCC** supplemented by any information obtained by the Contractor.

7. Warranty

7.1. In case the Contractor fails to undertake the repair works under Section 62.2.2 of the 2016 revised IRR, the Procuring Entity shall forfeit its performance security, subject its property(ies) to attachment or garnishment proceedings, and perpetually disqualify it from participating in any public bidding. All payables of the GOP in his favor shall be offset to recover the costs.

7.2. The warranty against Structural Defects/Failures, except that occasioned-on force majeure, shall cover the period from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity. Specific duration of the warranty is found in the **SCC**.

8. Liability of the Contractor

Subject to additional provisions, if any, set forth in the **SCC**, the Contractor's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

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

9. Termination for Other Causes

Contract termination shall be initiated in case it is determined *prima facie* by the Procuring Entity that the Contractor has engaged, before, or during the implementation of the contract, in unlawful deeds and behaviors relative to contract acquisition and implementation, such as, but not limited to corrupt, fraudulent, collusive, coercive, and obstructive practices as stated in **ITB** Clause 4.

10. Dayworks

Subject to the guidelines on Variation Order in Annex "E" of the 2016 revised IRR of RA No. 9184, and if applicable as indicated in the **SCC**, the Dayworks rates in the Contractor's Bid shall be used for small additional amounts of work only when the Procuring Entity's Representative has given written instructions in advance for additional work to be paid for in that way.

11. Program of Work

11.1. The Contractor shall submit to the Procuring Entity's Representative for approval the said Program of Work showing the general methods, arrangements, order, and timing for all the activities in the Works. The submissions of the Program of Work are indicated in the **SCC.**

11.2. The Contractor shall submit to the Procuring Entity's Representative for approval an updated Program of Work at intervals no longer than the period stated in the **SCC.** If the Contractor does not submit an updated Program of Work within this period, the Procuring Entity's Representative may withhold the amount stated in the **SCC** from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program of Work has been submitted.

12. Instructions, Inspections and Audits

The Contractor shall permit the GOP or the Procuring Entity to inspect the Contractor's accounts and records relating to the performance of the Contractor and to have them audited by auditors of the GOP or the Procuring Entity, as may be required.

13. Advance Payment

The Procuring Entity shall, upon a written request of the Contractor which shall be submitted as a Contract document, make an advance payment to the Contractor in an amount not exceeding fifteen percent (15%) of the total contract price, to be made in lump sum, or at the most two installments according to a schedule specified in the **SCC**, subject to the requirements in Annex "E" of the 2016 revised IRR of RA No. 9184.

14. Progress Payments

The Contractor may submit a request for payment for Work accomplished. Such requests for payment shall be verified and certified by the Procuring Entity's Representative/Project Engineer. Except as otherwise stipulated in the **SCC**, materials and equipment delivered on the site but not completely put in place shall not be included for payment.

15. Operating and Maintenance Manuals

15.1. If required, the Contractor will provide "as built" Drawings and/or operating and maintenance manuals as specified in the **SCC.**

15.2. If the Contractor does not provide the Drawings and/or manuals by the dates stated above, or they do not receive the Procuring Entity's Representative's approval, the Procuring Entity's Representative may withhold the amount stated in the **SCC** from payments due to the Contractor.

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
2	***Lot No. 1*** – Intended Completion Dates shall be within ***sixty-five (65) calendar days*** upon receipt of the Notice to Proceed;
4.1	The schedule of delivery of the possession of the site to the Contractor is based on the Section VI of the Bidding Documents.
6	The site investigation reports are: ***Lot No. 1 –*** Site Inspection should be conducted prior to the conduct of Bid Opening Conference to enable the bidder/contractor to submit their queries/issues on the project, and the bidder/contractor must have a Certificate of Site Inspection issued by the BFAR – NFFTC.
7.2	Two (2) years.
10	Day works are applicable at the rate shown in the Contractor's original Bid.
11.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within ***seven (7)*** *working* days of delivery of the Notice of Award.
11.2	*No further instruction.*
13	*No further instruction.*
14	*No further instruction.*
15.1	*No further instruction.*
15.2	No final payment shall be made by the DA-BFAR unless the Contractor prepares and submits the required as-built plans.

Section VI. Specifications

Lot No. 1: "INSTALLATION OF SOLAR (PV MODULE HYBRID SYSTEM) WATER PUMPS (SHALLOW/DEEP WELL) AND OTHER STRUCTURES AT BFAR NATIONAL FRESHWATER FISHERIES TECHNOLOGY CENTER (NFFTC)"

Approved Budget for the Contract (ABC) : ₱ 2,000,000.00

Qty.	Unit	Item Description	STATEMENT OF COMPLIANCE
1	set	Complete set-up of 3.0 Hp Submersible Solar Pump, AC/DC (High Head) with mounting structure and installation. **<u>Detailed Specifications</u>**: **Solar PV Module** • 10.6 kwp solar capacity inverter • 8kw AC out • Hybrid on grid inverter • 10.24kw storage capacity • 6,000 cycles • 80% dod • Crystalline Silicon Photovoltaic (PV) • Modules Safety Class A • 30 AT, transfer switch, breaker type **3 Hp submersible solar pump (Impeller type)** • Head in meters (min.) 75.0m • Discharge outlet size: 2" diameter • Automatic: AC/DC	*[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.]*
3	sets	Complete set-up of 2.0 Hp Submersible Solar Pump AC/DC with mounting structure and installation. **<u>Detailed Specifications</u>**: **Solar PV Module** • 5 kwp hybrid on grid inverter • 6.4 kwp solar capacity • 5.12 kw storage capacity • 6,000 cycles • 80% dod • Crystalline Silicon Photovoltaic (PV) • Module Safety Class A • 20 AT, transfer switch, breaker type	

		2.0 Hp solar submersible (Impeller type) • Head in meters (min.) 40.0m • Discharge outlet size: 2” diameter • Automatic: AC/DC	
160	bags	Portland Cement	
1	T.load	Sand (S- 1) 10.0 cu.m/ truck load	
1	T.load	Sand (Separator) 10.0 cu.m/ truck load	
1	T.load	Gravel (3/4) 10.0 cum / truck load	
1000	pcs	5" Concrete Hollow Blocks	
150	pcs	12 mm Ø RSB	
150	pcs	10 mm Ø RSB	
60	pcs	9 mm Ø RSB	
20	kgs	# 16 G.I. Tie wire	
10	kgs	Common wire nail, 2",3"	
10	pcs	1/2" thk.4'x8' Phenolic plyboard	
20	pcs	1/2" Ø G.I. pipe (schedule 40)	
20	pcs	2" Ø G.I. pipe (schedule 40)	
10	pcs	14"Ø cutting disc	
20	pcs	4"Ø cutting disc	
10	pcs	4"Ø Grinding disc	
5	boxes	Blind rivet 5/32	
20	pcs	Drill bit 5/32 "Ø	
3	boxes	Welding rod (3/32Ø) 5 kgs./box	
10	pcs	2"x 2" x6.0m x 1.5mm thk. G.I. Square tube	
		Labor Cost for Concrete Reservoir	
Purpose: To be used in the production of Broodstock quality Tilapia fingerlings for dissemination to Legislated Hatcheries.			

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company	**Signature over Printed Name of Authorized Representative**	**Date**

Term of Reference	Statement of Compliance
I. PROJECT NAME: INSTALLATION OF DIFFERENT SOLAR PHOTOVOLTAIC MODULE (PV) HYBRID SYTEM WATER PUMPS (SHALLOW/DEEP WELL) AND OTHER STRUCTURES AT BFAR – NFFTC PROJECT. II. PROJECT LOCATION: BFAR – NFFTC, Science City of Munoz, Nueva Ecija III. BACKGROUND: BFAR-NFFTC is mandated; (1) To serve as National Broodstock Center and Breeding Nucleus of Improved Tilapia breeders, (2) To provide quality fingerlings of freshwater species such as; Tilapia, Giant Freshwater Prawn, gourami, catfish and Common Carp and, (3) To disseminate modernized aquaculture technology through advisory services, techno – demo, trainings and IEC. Manage/maintain cryopreserved genes of tilapia and expand existing germplasm collection to include genetic materials of Tilapia and other Freshwater species. Effective and efficient operation of the Center is very important to carry out these mandates by accomplishing all targeted output of the project both physical and financial. National Irrigation Administration (NIA) canal is the main source of water supplying fishponds for the daily pond operation. However, National Irrigation Administration (NIA) is conducting an annual periodic maintenance of their facilities by shutting down supply of water in the NIA canal. Thus, during this period we are using water pumps specifically diesel water pump and electric motor in order not to hamper the breeding and production activities. On the other hand, a one (1) unit, three horsepower (3Hp) submersible pump with a 10,000 liters capacity stainless overhead tank is supplying the Outdoor hatchery and other facilities connecting on the said overhead tank. The electricity and fuel are very expensive nowadays. Thus, Installation of solar water pump is necessary to reduce cost of electricity, fuel consumption and cost of production. Likewise, the utilization of Solar Water Pump will reduce the dependence on water irrigation that affects the pond operation during the dry-season and regular shut-off of irrigation. **IV. OBJECTIVES:** 1. The project aims to replace the use of electricity and fuel on different water pumps into solar water pumps specifically; a.) 1 unit of Elevated water tank. b.) 3 units of shallow well.	*[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*

2. To reduce the maintaining and operating expenses and fuel consumption of the Center.
3. To provide a cost-effective water supply facility using Solar Power System.

V. SCOPE OF WORK AND DETAILS:

A. This project is composed of installation of solar water pump, construction of concrete reservoir and delivery of supply and materials including labor cost.

a.1) Installation of 1 unit 3 Hp (High Head) submersible solar water pump, complete accessories and mounting structures on a 10,000 liters capacity stainless elevated water tank at Outdoor hatchery.

a.2) Installation of 3 units 2Hp solar water pump and its complete accessories and mounting structures on different shallow well on fishponds specifically; water pumps at Nursery pond, Production pond and Other Species area.

a.3) Construction of concrete reservoir for the 3 – units shallow well.

VI. PROGRAM OF WORK, ACTIVITIES AND MATERIALS:

Item No.	Qty	Unit	Activities	Manpower
I	1	set	**Installation of 3 Hp submersible solar pump AC/DC (High Head)** a. Photovoltaic (PV) modules. b. Protection kit (DC and AC breakers, (DC & amp; AC & amp; AC, SPD, Combine Box) and other Civil works. c. Mounting Support Structures d. Testing and Commissioning	Installer, Registered Electrical Engineer or any Engineer with experience in installing solar power system. Laborers to be provided by the winning bidder/ contractor.
II	3	sets	**Installation of 3 units, 2 Hp submersible solar pump AC/DC** a. Photovoltaic (PV) modules. b. Protection kit (DC and AC breakers, (DC & AC & AC,SPD, Combine Box) and other Civil works. c. Mounting Support Structures d. Testing and Commissioning	Installer, Registered Electrical Engineer, or any Engineer with Experience in installing solar power system. Laborers are to be provided by the winning bidder/ contractor including vehicles for mobilization 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

				supplies and equipment needed in the project.	*the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]*
III	3	units	**Construction of Concrete Reservoir** A. Earthworks a.1 Excavation a.2 Backfill/Restoration a.3 Concreting/Masonry Works B. Rebar Works, placing and splice in reinforcement C. Fabrication of materials.		

Qty	Unit	Item Description/Specification	Remarks
1	set	Complete set–up of 3.0 Hp submersible solar pump AC/DC (High head) with mounting structure and installation. **<u>Detailed Specifications</u>**: **Solar PV Module** • 10.6 kwp solar capacity inverter • 8kw AC out • Hybrid on grid inverter • 10.24kw storage capacity • 6,000 cycles • 80% dod • Crystalline Silicon Photovoltaic (PV) • Modules Safety Class A • 30 AT, transfer switch, breaker type **3 Hp submersible solar pump (Impeller type)** • Head in meters (min.) 75.0m • Discharge outlet size: 2" diameter • Automatic: AC/DC	All supplies and materials needed for the installation, testing and commissioning shall be provided by the supplier/contractor
3	sets	Complete set–up of 2.0 Hp submersible solar pump AC/DC with mounting structure and installation. **<u>Detailed Specifications</u>**:	All supplies and materials needed for the installation, testing and commissioning shall be provided by the supplier/contractor

		Solar PV Module • 5 kwp hybrid on grid inverter • 6.4 kwp solar capacity • 5.12 kw storage capacity • 6,000 cycles • 80% dod • Crystalline Silicon Photovoltaic (PV) • Module Safety Class A • 20 AT, transfer switch, breaker type **2.0 Hp solar submersible (Impeller type)** • Head in meters (min.) 40.0m • Discharge outlet size: 2" diameter • Automatic: AC/DC	
160	bags	Portland	
1	T.load	Sand (s-1) 10.0 cu.m/ truck load	
1	T.load	Sand separator 10.cu.m/truck load	
1	T.load	Gravel (3/4) 10.0cu.m/truck load	
1,000	pcs.	5" Concrete Hollow Blocks	
150	pcs.	12 mm ØRSB	
150	pcs.	10 mm ØRSB	
60	pcs.	9 mm ØRSB	
20	kgs.	# 16 G.I. Tie wire	
10	kgs.	2",3" Common wire nail	
10	pcs.	½"thk. 4'x8' Phenolic plyboard	
20	pcs.	½"Ø G.I. Pipe (sch. 40)	
20	pcs.	2" Ø G.I. pipe (sch.40)	
10	pcs.	14" Ø Cutting disc	
20	pcs.	4"Ø cutting disc	
10	pcs.	4" Ø Grinding disc	
5	boxes	Blind rivet (5/32)	
20	pcs.	Drill Bit (5/32"Ø)	
3	boxes	Welding Rod (3/32 Ø) 5kgs./box	
10	pcs.	2" x 2" x 6.0m x 1.5mm thk .G.I. square tube	

VII. DELIVERABLES:

1.) Four (4) units of solar water pump and mounting structures installed, tested and commissioned.
2.) Three (3) units of a concrete reservoir constructed.

VIII. CONTRACTOR / WINNING BIDDER:

1.) The contractor/ supplier must have the competence to implement and support the project.

2.) The contractor/supplier will be responsible for the equipment and manpower needed in the project.

3.) The contractor/supplier shall at all times take the necessary precautions to protect its Personnel safety on site.

4.) The contractor/supplier shall responsible for the prevention of the spread of covid -19 at the Project Site, Personnel entering the Center must have a complete covid- 19 vaccine or must present antigen negative results if unvaccinated.

5.) The start–up of the equipment and commissioning at the project site are included in the contract.

6.) The photovoltaic (PV) modules shall be of the same type, one standard size and preferably high voltage (220-240V) modules (safety class A).

7.) The contractor will be in charge to train and orient our operating staff upon completion of the project.

IX. WARRANTY:

The contractor shall be responsible to support the needs of the solar power systems after the installation of different covered activities:

a.) Warranty period on quality of workmanship in all parts.
b.) System performance
c.) Break – down repair services
d.) Spare parts support.

X. COMPONENT WARRANTIES:

a.) A ten (10) year product warranty on solar (PV) modules with at least eighty percent (80%) power output guaranteed at ten (10) years and twenty-five (25) years expected useful life.
b.) A five (5) year product warranty on the inverter and other hardware parts.
c.) A two (2) year workmanship warranty.
d.) A five (5) year warranty on the structure to withstand wind speed of 200kph.

XI. REJECTION OF FAULTY MATERIALS AND EQUIPMENT: If, within the first (12) months of the warranty period, the said equipment fails based on record keeping, the End–User have the right to demand the replacement of defective equipment and materials on the solar water pump set–up. **XII. PROJECT DURATION/: 65 calendar days** The project establishment is expected to be commissioned and operational on or before the scheduled date. In case of delay due to some valid reasons, the Contractor/Supplier should submit a written request for extension address and approved by the Bids and Awards Committee, Central Office. **XIII. PLACE OF DELIVERY:** BFAR – National Freshwater Fisheries Technology Center, CLSU, Science City of Munoz, Nueva Ecija **XIV. Approved Budget Contract (ABC)**: Two million pesos (**₱2,000,000.00**)	

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company	**Signature over Printed Name of Authorized Representative**	**Date**

TIME TABLE OF ACTIVITIES	Statement of Compliance
Project Title : **Installation of Photovoltaic Module (PV) Hybrid System Water Pumps (Shallow/Deep well) and Other Structures at BFAR – NFFTC Project.** Project Duration : **65 calendar days**	*[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.]*

ITEM	ACTIVITIES	SEPT.				OCT.				NOV.				DEC.		
	WEEK	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3
I	Site evaluation/ inspection															
II	Mobilization of Equipment & Materials															
III	Civil, Mechanical Installation and Mounting structures															
IV	Construction of Concrete Reservoir															
V	Testing and Commissioning															
VI	Training /orientation of Operational staff															

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company	Signature over Printed Name of Authorized Representative	Date

Section VII. Drawings

FACILITIES FOR THE INSTALLATION OF SOLAR WATER PUMP AND OTHER STRUCTURES AT BFAR – NFFTC PROJECT

Water source #1 : **Deep Well 1 – unit stainless overhead tank** (10,000 liters capacity)

Pump : **three horse power (3Hp) submersible pump**

Power source : **3 – phase power source**

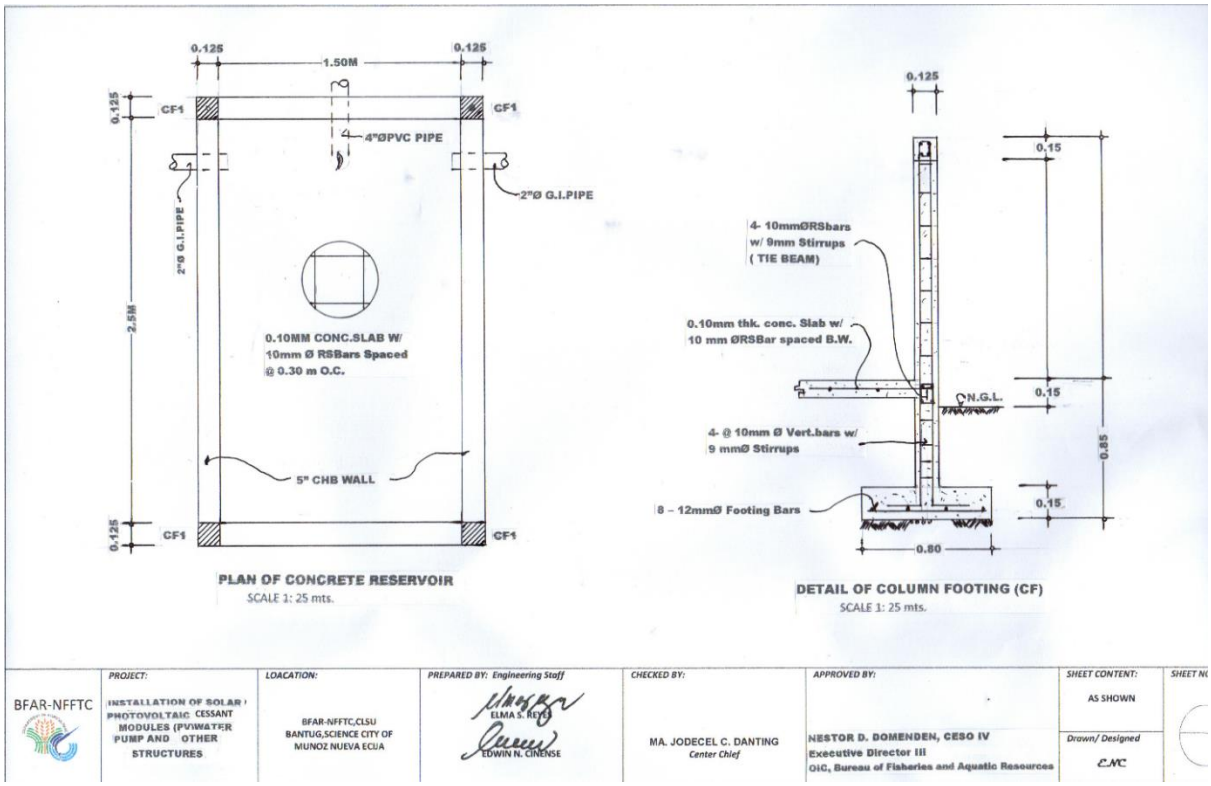
Water source **: Shallow Well**

Pump **: 5 Hp Electric Motor with NS -100 water pump**

Power source**: single – phase**

Water source: **Shallow well**
Pump: **RK – 80 (Kubota – diesel) with NS – 100 water pump**

Detailed Plan of Concrete Reservoir



Section VIII. Bill of Quantities

Lot No. 1: "**INSTALLATION OF SOLAR (PV MODULE HYBRID SYSTEM) WATER PUMPS (SHALLOW/DEEP WELL) AND OTHER STRUCTURES AT BFAR NATIONAL FRESHWATER FISHERIES TECHNOLOGY CENTER (NFFTC)**"

Approved Budget for the Contract (ABC) : ₱ 2,000,000.00

Qty.	Unit	Item Description
1	set	**Complete set-up of 3.0 Hp Submersible Solar Pump, AC/DC (High Head) with mounting structure and installation.** **<u>Detailed Specifications</u>**: **Solar PV Module** • 10.6 kwp solar capacity inverter • 8kw AC out • Hybrid on grid inverter • 10.24kw storage capacity • 6,000 cycles • 80% dod • Crystalline Silicon Photovoltaic (PV) • Modules Safety Class A • 30 AT, transfer switch, breaker type **3 Hp submersible solar pump (Impeller type)** • Head in meters (min.) 75.0m • Discharge outlet size: 2" diameter • Automatic: AC/DC
3	sets	**Complete set -up of 2.0 Hp Submersible Solar Pump AC/DC with mounting structure and installation.** **<u>Detailed Specifications</u>**: **Solar PV Module** • 5 kwp hybrid on grid inverter • 6.4 kwp solar capacity • 5.12 kw storage capacity • 6,000 cycles • 80% dod • Crystalline Silicon Photovoltaic (PV) • Module Safety Class A • 20 AT, transfer switch, breaker type **2.0 Hp solar submersible (Impeller type)** • Head in meters (min.) 40.0m

		• Discharge outlet size: 2” diameter • Automatic: AC/DC
160	bags	Portland Cement
1	T.load	Sand (S- 1) 10.0 cu.m/ truck load
1	T.load	Sand (Separator) 10.0 cu.m/ truck load
1	T.load	Gravel (3/4) 10.0 cum / truck load
1000	pcs	5" Concrete Hollow Blocks
150	pcs	12 mm Ø RSB
150	pcs	10 mm Ø RSB
60	pcs	9 mm Ø RSB
20	kgs	# 16 G.I. Tie wire
10	kgs	Common wire nail,2",3"
10	pcs	1/2" thk.4'x8' Phenolic plyboard
20	pcs	1/2" Ø G.I. pipe (sch. 40)
20	pcs	2" Ø G.I. pipe (sch. 40)
10	pcs	14"Ø cutting disc
20	pcs	4"Ø cutting disc
10	pcs	4"Ø Grinding disc
5	boxes	Blind rivet 5/32
20	pcs	Drill bit 5/32 "Ø
3	boxes	Welding rod (3/32Ø) 5 kgs./box
10	pcs	2"x 2" x6.0m x 1.5mm thk. G.I. Square tube

I hereby certify that the statement of compliance to the foregoing bill of quantities are true and correct, otherwise, if found to be false either during bid evaluation or post qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company	**Signature over Printed Name of Authorized Representative**	**Date**

Section IX. 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) in accordance with Section 8.5.2 of the IRR;

Technical Documents

☐ (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid *(attached prescribed format)*; **and**

☐ (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules *(attached prescribed format)*; **and**

☐ (d) Special PCAB License in case of Joint Ventures;
and registration for the type and cost of the contract to be bid; **and**

☐ (e) 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**

(f) Project Requirements, which shall include the following:

☐ f.1. Organizational chart for the contract to be bid;

☐ f.2. List of contractor's key personnel (*e.g.*, Electrical/Civil Engineers, Installer, Foreman, Mason, and laborers), to be assigned to the contract to be bid, with their complete qualification and experience data;

☐ f.3. List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be; **and**

f.4. Warranty certificates for:

f.4.1. ten (10) year product warranty on solar (PV) modules with at least eighty percent (80%) power output guaranteed at ten (10) years and twenty-five (25) years expected useful life;

f.4.2. two (2) year workmanship warranty;

f.4.3. five (5) year product warranty on the inverter and other hardware parts;

f.4.4. five (5) year warranty on the structure to withstand wind speed of 200kph and;

f.4.5. warranty on the quality of workmanship in all parts, system

performance, break-down repair services, and spare parts support.

f.5. Construction schedule and S-curve and;

f.6. Manpower schedule

☐ (g) 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

☐ (h) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

Class "B" Documents

☐ (i) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR 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.

II. FINANCIAL COMPONENT ENVELOPE

☐ (j) Original of duly signed and accomplished Financial Bid Form; **and**

Other documentary requirements under RA No. 9184

☐ (k) Original of duly signed Bid Prices in the Bill of Quantities; **and**

☐ (l) Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; **and**

☐ (m) Cash Flow by Quarter.

The following templates are provided for easy reference, which may also be accessed through this link: https://www.gppb.gov.ph/downloadables.php

5.2.1. Bid Form for the Procurement of Goods;
5.2.3. Price Schedule for Goods Offered from Abroad;
5.2.4. Price Schedule for Goods Offered from Within the Philippines;
5.2.5. Bid Securing Declaration;
5.2.6. Contract Agreement Form for the Procurement of Goods;
5.2.8. Omnibus Sworn Statement; and
5.2.9. Performance Securing Declaration.

Statement of All Ongoing Government & Private Contracts including contracts awarded but not yet started

Business Name : _____
Business Address : _____

a. Name of Contract b. Amount of the Contract	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work / Kind of Goods	Bidder's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works/ Undelivered Portion
			Description	%		Planned	Actual	
Government								
Private								
*Continue in separate sheet if necessary						Total Cost		

Note: (In case of no ongoing contract, the bidder shall submit this duly signed form and indicate "No ongoing contracts" or "None" or "Not Applicable (N/A)" under the Column for Name of Contract and Project Cost (first column from left)
This statement shall be supported with:
For Government Contract:
1. Notice of award and/or Contract Agreement and/or Notice to Proceed

For Private:
2. Job order or Purchase Order or any corresponding documents reflecting the Project name and project cost.

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

Statement Identifying the Single Largest Completed Contract

Business Name : _____
Business Address : _____

Name of Contract	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work / Kind of Goods	Bidder's Role		a. Amount at Award b. Amount at Completion	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
Government						
Private						

Note: This statement shall be supported with:

For Government Contract:

1. Notice of award (NOA) and/or Contract Agreement and/or Notice to Proceed (NTP)
2. Certificate of Completion of Delivery (CCDs) issued by the Owner or Certificate of Final Acceptance (CFAs) or duly signed Delivery Receipt (DRs) or Official receipt or Sales Invoice or duly accomplished Inspection and Acceptance Reports.

For Private:

1. Job order or Purchase Order or Purchase Request
2. Certificate of Completion of Delivery (CCDs) issued by the Owner or Certificate of Final Acceptance (CFAs) or duly signed Delivery Receipt (DRs) or Official receipt or Sales Invoice

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

Important Reminders

- *The bidders are encouraged to consult this checklist before submitting their Bid Envelopes on the deadline for the submission and the receipt of Bids. However, this is* ***by no means exclusive*** *Bidders must still familiarize themselves with other bid requirements not otherwise included herein such as, but not limited to those in the TOR, Bid Bulletin, Pertinent GPPB guidelines, rules, etc.*

- *All Bidders must submit their bid envelopes in accordance with the ITB Clause No. 15 and BFAR-BAC Online Bidding Procedure .*

- *All documents shall be current and updated and any missing document in the above-mentioned Checklist is a ground for outright rejection of the bid.*

- *All Pages of the documents shall be signed/initialed by the bidder or by his/her authorized representative.*

- *To facilitate the evaluation of the bids, bidders are advised to follow the arrangement in the above-mentioned checklist when placed in an envelope, with documents tabbed and labeled.*

ANNEXES

BFAR – BAC ONLINE BIDDING PROCEDURE

ANNEX A…….Bidder's Kit

ANNEX B…….Adding a password to a .PDF file using Adobe Acrobat Reader DC.

ANNEX C……....Procedure of Accessing the BFAR BAC Online Submission of Bidding Documents via Google Forms.

"ANNEX A"

BIDDER'S KIT FOR BFAR PROCUREMENT GUIDELINES IN ADOPTING ELECTRONIC SUBMISSION OF BIDS.

(GPPB Resolution No. 09-2020)

I. PRE-REGISTRATION & PRE-BID CONFERENCE

Step 1: Register by completing the information required in the **Google Form** which can be accessed here: https://forms.gle/9PassK7oCipk8iXD6

Once completed, submit the form to the Secretariat and wait for an acknowledgement by e-mail.

Step 2: Join the scheduled Pre-Bid Conference by clicking the link provided by the Secretariat through e-mail using **Zoom**. Please make sure that you allow access to the microphone and the camera.

Step 3: Kindly wait for the Secretariat to confirm your entry through Zoom to participate in the pre-bid conference.

Step 4: See attached file as "Annex A" for the House Rules to be observed during the conduct of procurement activities.

II. PREPARATION OF BID (SOFT COPY)

Step 1: Prepare a final scanned copy of your Bid which is divided into two different PDF files:

1. Eligibility Documents & Technical Documents; and
2. Financial Documents
3.

Step 2: Set a password for the scanned copy of the Eligibility Documents & Technical Documents and Financial Documents and save as a .PDF file.

Step 3: Compress the file, save the password-protected .PDF file to a ZIP file. Set another password on the ZIP file.

Important: Passwords must be 8-16 characters and contain both numbers and letters/special characters. The bidder is required setting a unique combination for each file and folder. Same passwords for all files are not

allowed. For details on how to set passwords in .PDF file and ZIP file, please see file attached as "Annex B".

Step 4: For effective documentation of the submitted files, you must comply with the label format below:

1. Both ZIP folder and .PDF file shall be assigned file name **"BFAR Bid Reference No._____ (Company Name); Legal & Technical Documents"**
2. Both ZIP folder and .PDF file shall be assigned file name **BFAR Bid Reference No._____ (Company Name); Financial Documents"**

III. REGISTRATION FOR ONLINE SUBMISSION

Step 1: Register through Google Form, a link will be provided upon request to the BAC Secretariat's e-mail address: bac.eps@bfar.da.gov.ph at any time before the closing date and time specified in the Bidding Documents by disclosing the following information:

a) Email Address
b) Company Name
c) Company Address
d) Authorized Representative
e) Contact No.
f) Bid Reference
g) Bid Title
h) Official Receipt (OR) No.

Upon verification of the Official Receipt (OR), the BAC Secretariat will send the Public Bidding Documents through the given email or shall provide a hard copy upon request. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

Step 2: The BAC Secretariat will send another Google Form link to the bidder, who already purchased the bidding documents, through the given email directing to the "Online Submission of the Bid"

IV. ACCESSING THE GOOGLE FORMS

Step 1: Upon successful login to your email address account. You will now open the Google Form link sent through BAC Secretariat's e-mail address given above.

Step 2: Click the **FILL OUT FORM** button. *(See attached "Annex C")*

V. SUBMISSION OF BID

Step 1: Submit your Bids through Google Form at any time before the closing date and time specified in the Bidding Documents.

Step 2: Upon preparation and finalization of the compressed and password-protected files Eligibility & Technical and Financial Documents, a Google Form link will direct you to the page where they can now upload the said requirements. *(See attached "Annex C, Figure 10.1")*

Step 3: After submission, a copy of the response will be automatically emailed to the address provided by you which can be saved or printed, as proof of the official time of the submission and receipt of bids. *(See attached "Annex C, Figure 11.2")*

VI. RECEIVING OF THE SUBMITTED BID

The BAC Secretariat will receive the submitted information through Google Forms and will generate a Bid Receipt page for the official time of submission of all bidders, which can be saved or printed.

Bidders may modify their Bid at any time before the deadline for the submission and receipt of bids. Bidders shall send another Bid equally secured, properly identified, and labelled as a **"modification"** of the previously submitted. The time indicated in the latest Bid receipt page generated shall be the official time of submission. Bids submitted after the deadline shall not be accepted.

The BAC Secretariat will not be able to access the documents until the day of the Bid Opening.

VII. BID OPENING PROCESS

The BAC, with the assistance of the Secretariat and Technical Working Group (TWG), shall conduct bid opening via Zoom. Bidders are encouraged to attend the bid opening online. The passwords for the folders (ZIP) and the files (.PDF) shall be disclosed by the bidders only during actual bid opening which may be done via Zoom.

The Secretariat will ask the bidder, who choose to attend via Zoom, the corresponding password of their Bid during the bid opening itself. The official representative of the bidder shall respond promptly in the same chat box with

the passwords when prompted. Bidders are given within five (5) minutes to respond with the passwords. If the bidder does not provide or respond with the password within five (5) minutes, from prompting, it will result in disqualification and the BAC shall move on to the next bid, if any.

The bidder shall first disclose the password for the compressed folder (ZIP file) containing the Eligibility & Technical documents, second disclose the password for the Eligibility & Technical document (.PDF file). The Secretariat will share the screen via Zoom during accessing the submitted Bid.

If the bidder **passed** the Eligibility & Technical requirements, the second password-protected compressed folder containing the Financial Documents and the files contained therein shall be opened in the same manner as the password of the eligibility documents as described above. In no case will a bidder disclose the passwords for the financial folder and the files prior to being declared eligible based on the evaluation of the eligibility documents.

The bidder is given only three (3) attempts to disclose the password per compressed folder (ZIP) and .PDF file to open the documents. If the bidder fails to provide the correct password after the third attempt, their Bid will no longer be considered. The Secretariat shall take and print a screenshot of such inquiries and responses to form part of the records and all incidents should be recorded in the minutes.

In the event that the electronic copy cannot be submitted, opened or is corrupted, the BAC will proceed with the opening of the submitted original hard copy.

Basic House Rules to be observed during BAC Meetings

1. Kindly place your microphone on mute when not speaking.

2. Please raise your hand, and wait to be recognized before you speak (remember to toggle off mute).

3. Turn on video for confirmation of your identity.

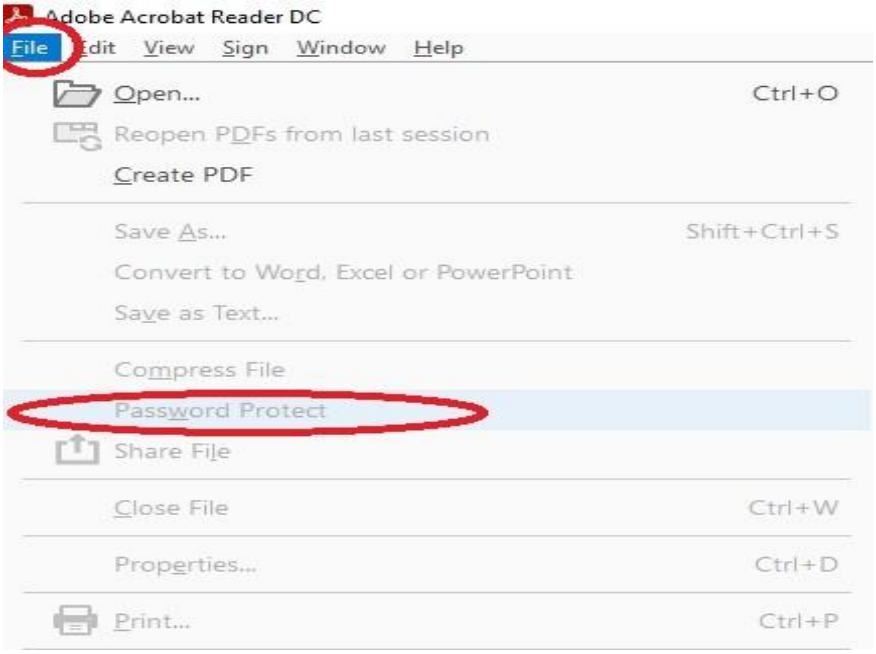
4. Meeting will start on time. You are advised to enter the VTC room 30 minutes to resolve technical issue, if any.

"ANNEX B"

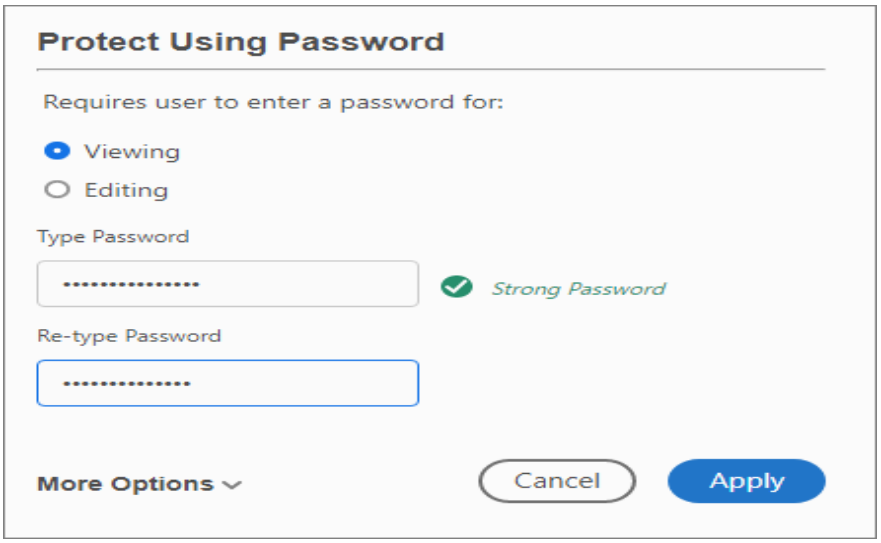
Adding a password to a .PDF file using Adobe Acrobat Reader DC.

One-click option to protect a PDF with a password

1. Open the PDFfile
2. Choose **File > Protect UsingPassword**.



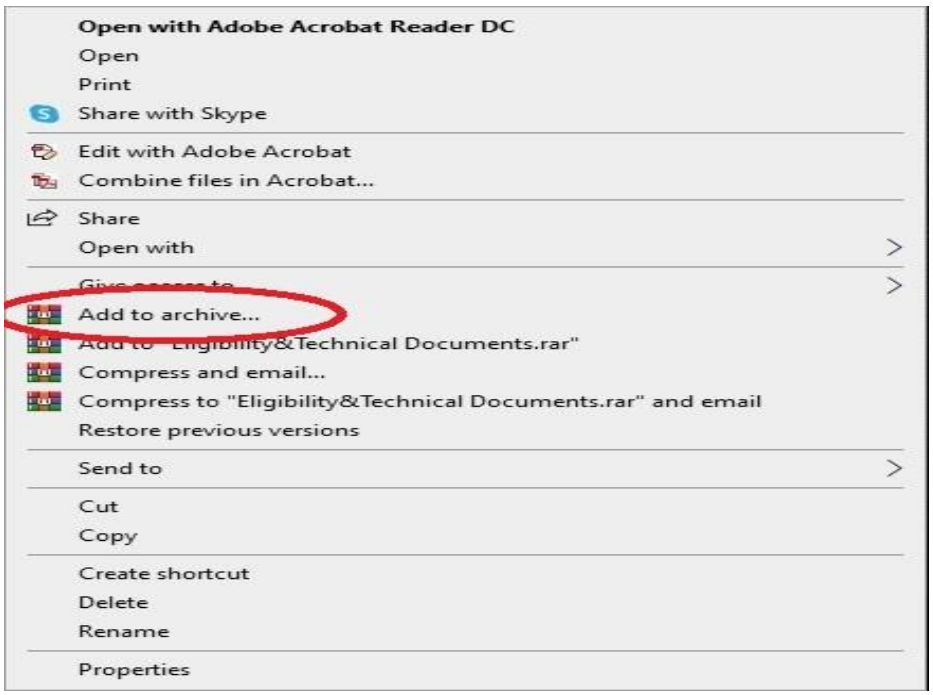
3. Select to set the password for Viewing thePDF.



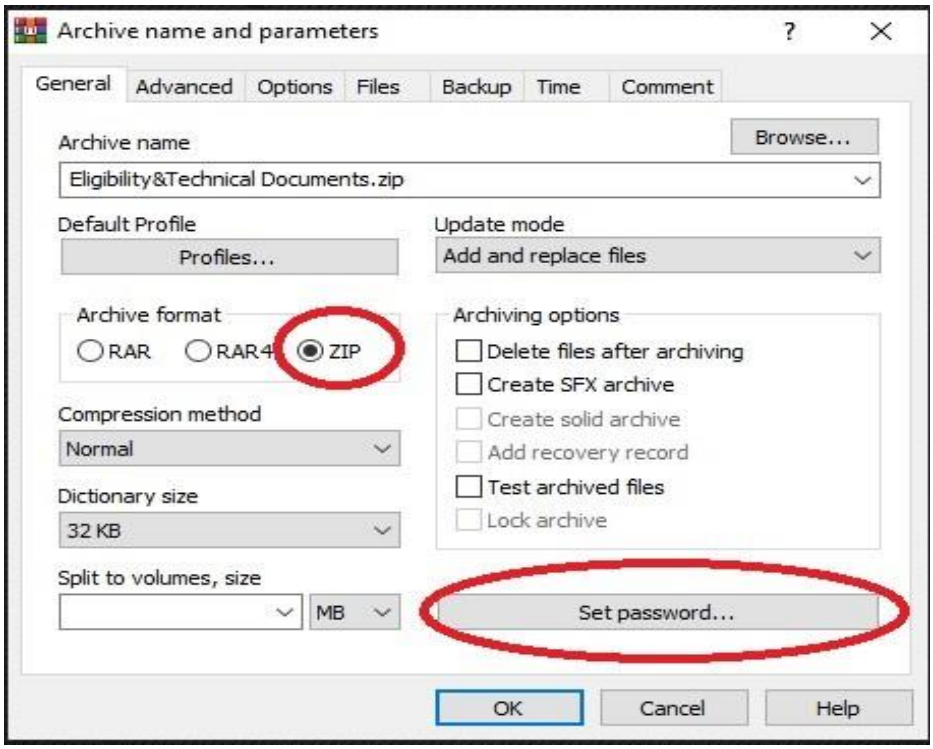
4. Type and retype your password. The password strength is displayed next to your password to indicate whether the chosen password is weak, medium, strong, or best
5. Click **Apply**

File Archiving and Compression using WinRaR application

1. Right Click the password protected .PDFfile
2. Select **"Add toarchive."**



3. In the Archive name and parameters dialog box, select **"Radio buttonZIP"** and click **"Set password**



4. Type your password and Click **"OK button."**

"ANNEX C"

Procedure of Accessing the BFAR BAC Online Submission of Bidding Documents via Google Forms.

Step 1. BAC Secretariat will send the Invitation link of Registration Form.

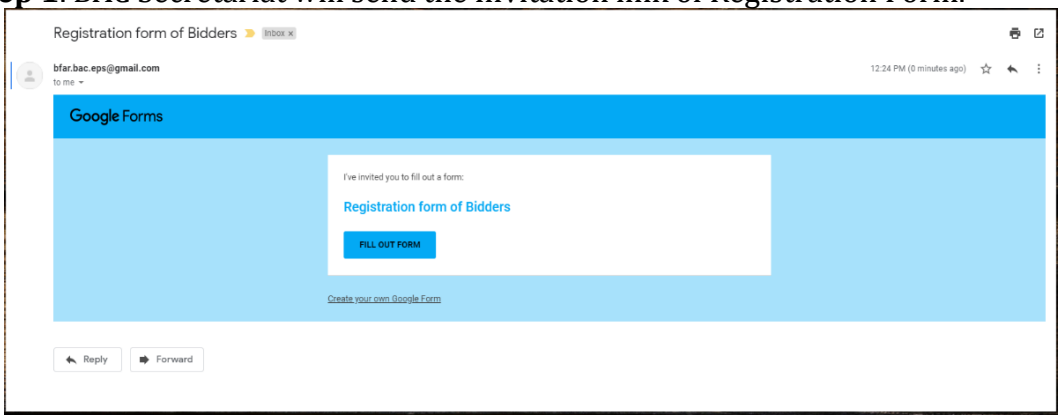
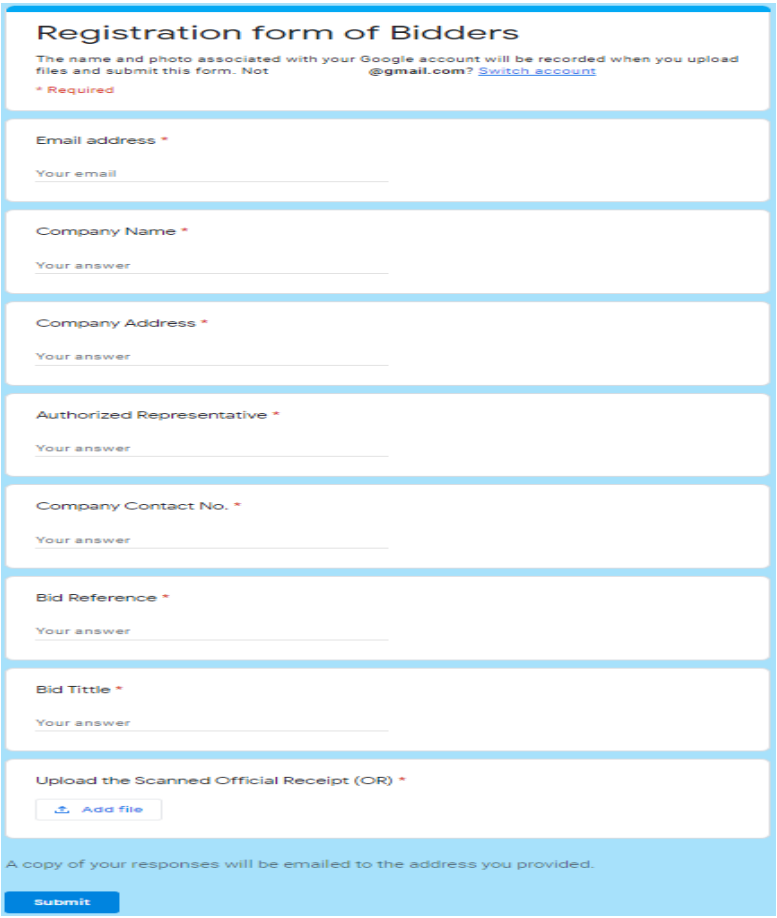


Figure 1.1

Step 2. Upon received, click the **FILL OUT FORM**.

Step 3. Bidder must fill in the following required information



Step 4. Click the **<u>Add file</u>** to upload Scanned Copy of Official Receipt (OR).

Step 5. After uploading of the Scanned Copy of OR, the bidder shall click the **<u>Submit</u>** button to complete the process and BAC Secretariat shall verify the submitted Official Receipt (OR).

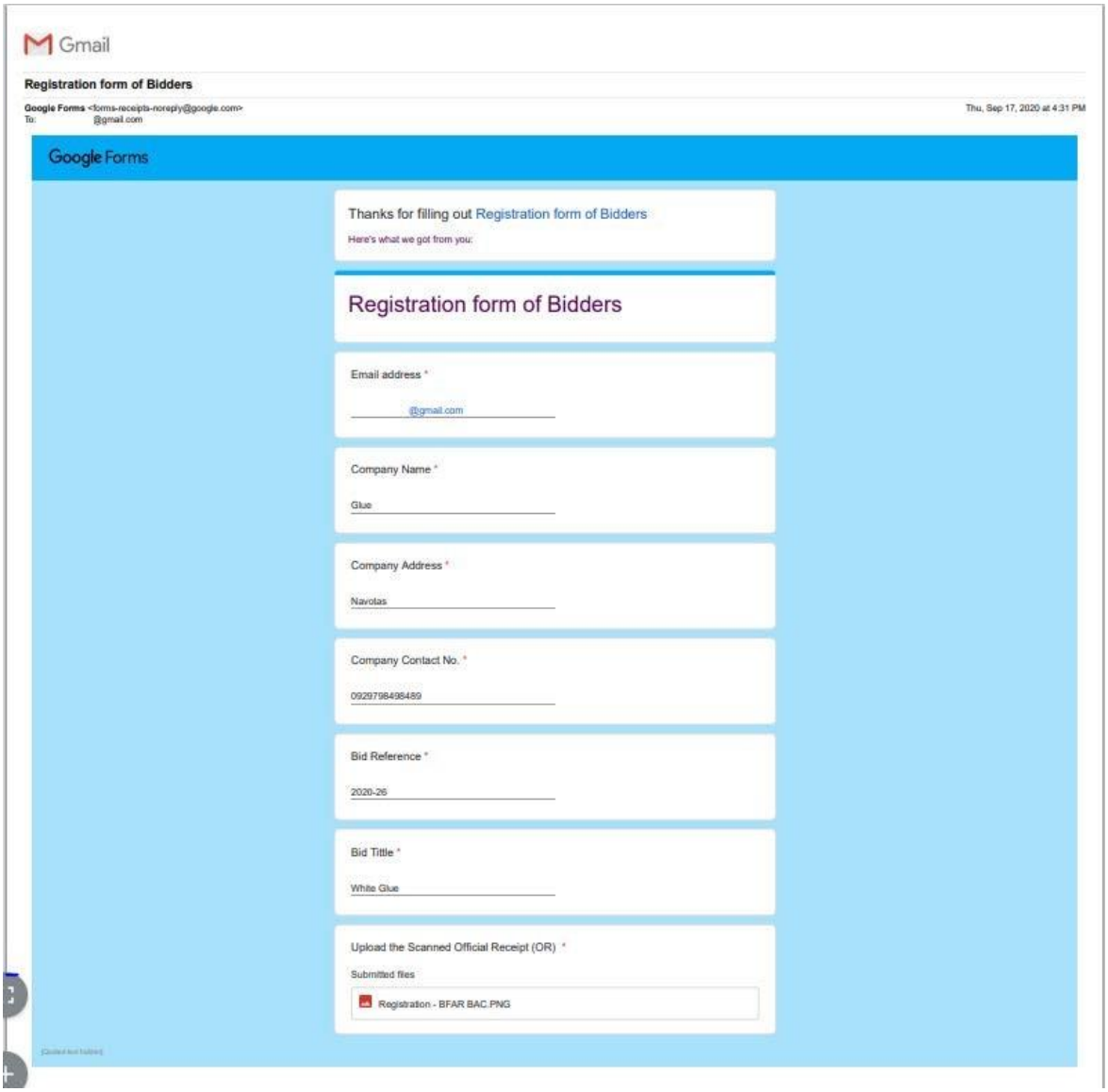


Figure 5.1

Step 6. A copy of the response will be automatically emailed to the address provided by the bidders.

Step 7. Upon verification of the Official Receipt (OR), the BAC Secretariat shall send the Public Bidding Documents through the given email or shall provide a hard copy upon request. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

Step 8. The BAC Secretariat will send another Google Form link to the bidder, who already purchased the bidding documents, through email directing to the "Online Submission of the Bid".

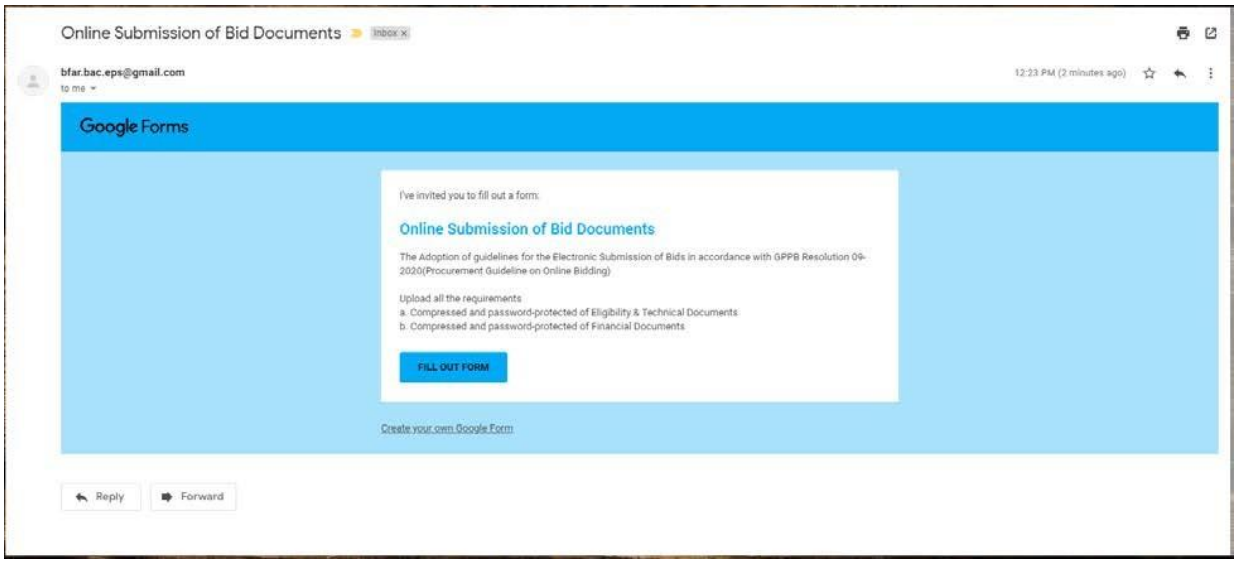


Figure 8.1

Step 9. Upon received, click the **FILL OUT FORM.**

Step 10. Click the **Add file** button to upload the compressed and password-protected files of Eligibility & Technical and Financial Documents

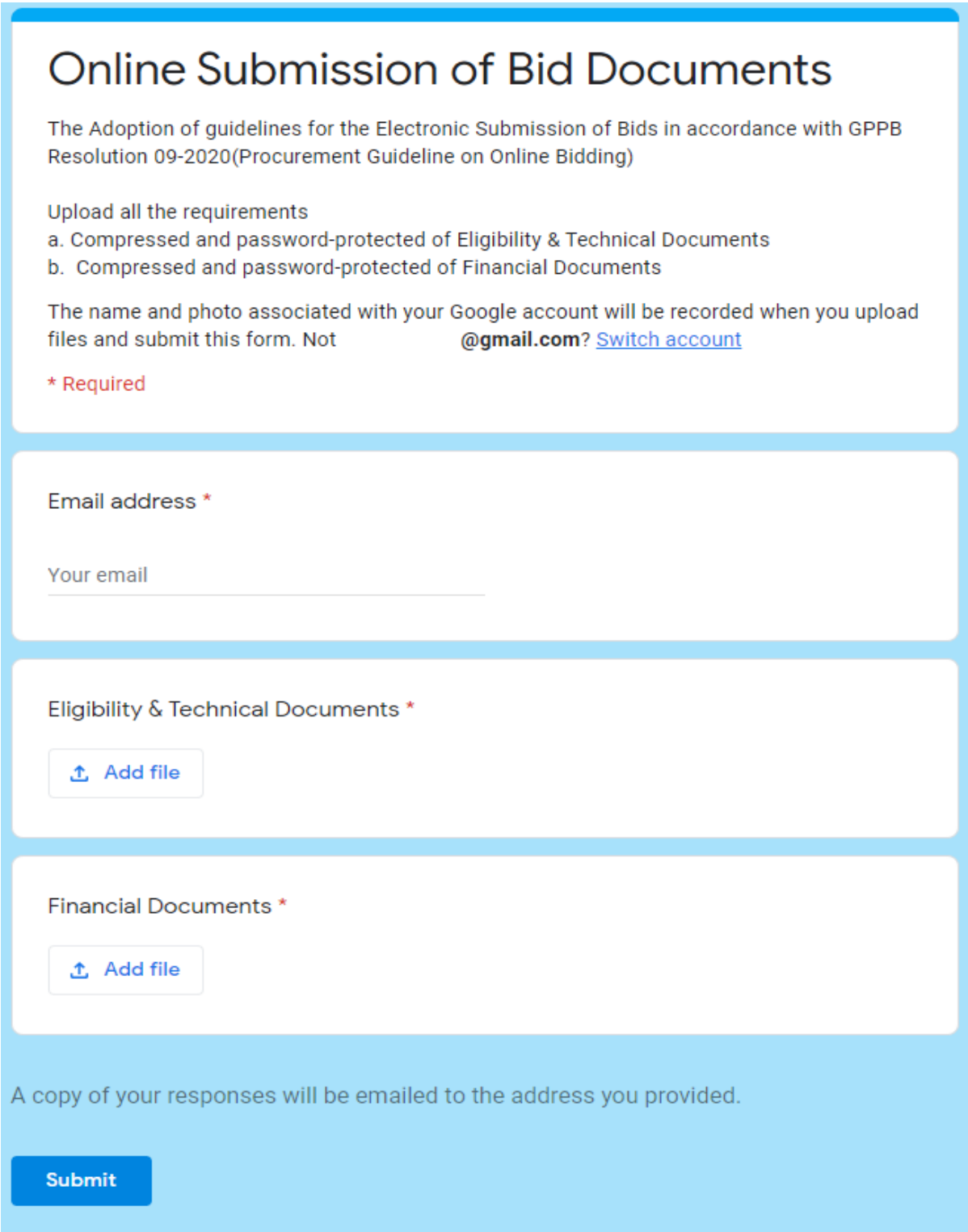


Figure 10.1

Step 11. Click the **Submit** button to complete the process. A copy of the response will be automatically emailed to the address provided by the bidder which can be saved or printed by the bidder, as proof of the official time of the submission and receipt of bids.

Figure 11.1

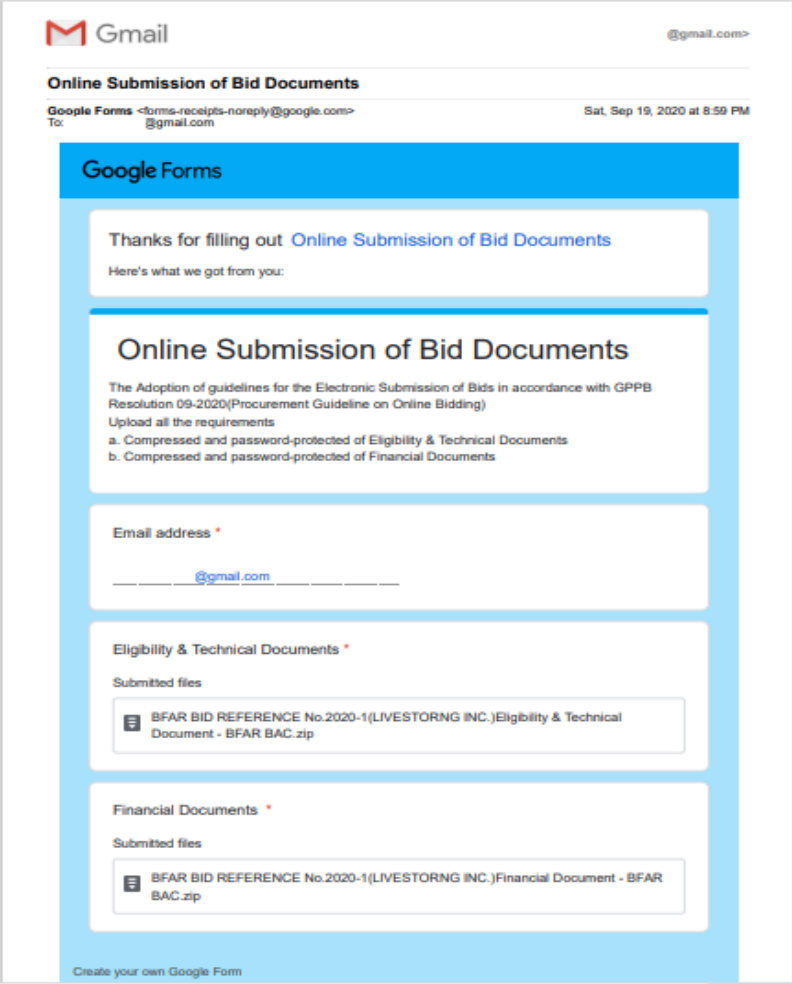


Figure 11.2

Republic of the Philippines

gppb

Government Procurement Policy Board