



Republic of the Philippines
Department of Agriculture
BUREAU OF FISHERIES AND AQUATIC RESOURCES
BIDS AND AWARDS COMMITTEE OFFICE

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PHILIPPINE BIDDING DOCUMENTS

Government of the Republic of the Philippines

Bid Reference No. 2023 – 47

“SUPPLY AND DELIVERY OF ONE (1) UNIT OF CRYOCHAMBER (FREEZE CONTROL), ONE (1) UNIT OF COMPOUND MICROSCOPE WITH MONITOR AND COMPLETE SUPPLY AND INSTALLATION OF WALK-IN CHILLER COLD STORAGE UNIT FOR THE UPGRADING OF THE TILAPIA GERMPLASM BANK AT BFAR-NFTC”

LOT NO.	PR NO.	LOT TITLE	APPROVED BUDGET FOR THE CONTRACT (ABC) (PHP)	END-USER
1	23-10-1351	SUPPLY AND DELIVERY OF ONE (1) UNIT OF CRYOCHAMBER (FREEZE CONTROL) FOR THE UPGRADING OF THE TILAPIA GERMPLASM BANK AT BFAR-NFTC	₱ 1,250,000.00	MA. JODECEL C. DANTING Center Chief, NFTC
2	23-10-1351	SUPPLY AND DELIVERY ONE (1) UNIT COMPOUND MICROSCOPE WITH MONITOR FOR THE UPGRADING OF THE TILAPIA GERMPLASM BANK AT BFAR-NFTC	₱ 70,000.00	
3	23-11-1419	COMPLETE SUPPLY AND INSTALLATION OF WALK-IN CHILLER COLD STORAGE UNIT FOR THE UPGRADING OF THE TILAPIA GERMPLASM BANK AT BFAR-NFTC	₱ 1,017,020.00	
TOTAL			₱ 2,337,020.00	

Sixth Edition
July 2020

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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

INVITATION TO BID FOR:

Bid Reference No. 2023 – 47

“SUPPLY AND DELIVERY OF ONE (1) UNIT OF CRYOCHAMBER (FREEZE CONTROL), ONE (1) UNIT OF COMPOUND MICROSCOPE WITH MONITOR AND COMPLETE SUPPLY AND INSTALLATION OF WALK-IN CHILLER COLD STORAGE UNIT FOR THE UPGRADING OF THE TILAPIA GERMPLASM BANK AT BFAR-NFTC”

1. The Department of Agriculture - Bureau of Fisheries and Aquatic Resources (DA-BFAR), through the Trust Fund for 2023 intends to apply the sums of **Two Million Three Hundred Thirty-seven Thousand Twenty Pesos only (Php 2,337,020.00)** being the ABC to payments under the contract for **Bid Reference No. 2023 – 47** entitled **“SUPPLY AND DELIVERY OF ONE (1) UNIT OF CRYOCHAMBER (FREEZE CONTROL), ONE (1) UNIT OF COMPOUND MICROSCOPE WITH MONITOR AND COMPLETE SUPPLY AND INSTALLATION OF WALK-IN CHILLER COLD STORAGE UNIT FOR THE UPGRADING OF THE TILAPIA GERMPLASM BANK AT BFAR-NFTC”**. 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)
23-10-1351	1	SUPPLY AND DELIVERY OF ONE (1) UNIT OF CRYOCHAMBER (FREEZE CONTROL) FOR THE UPGRADING OF THE TILAPIA GERMPLASM BANK AT BFAR-NFTC	1,250,000.00	2,500.00
23-10-1351	2	SUPPLY AND DELIVERY ONE (1) UNIT COMPOUND MICROSCOPE WITH MONITOR FOR THE UPGRADING OF THE TILAPIA GERMPLASM BANK AT BFAR-NFTC	70,000.00	500.00
23-11-1419	3	COMPLETE SUPPLY AND INSTALLATION OF WALK-IN CHILLER COLD STORAGE UNIT FOR THE UPGRADING OF THE TILAPIA GERMPLASM BANK AT BFAR-NFTC	1,017,020.00	2,000.00
TOTAL			2,337,020.00	5,000.00

2. The DA – BFAR, now invites bids for the above Procurement Project. Delivery of the Goods is required within the period stated in the Section VI - Schedule of Requirements. 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 BFAR BAC Secretariat through electronic mailing address given below, and inspect of the Bidding Documents at www.bfar.da.gov.ph.
5. A complete set of Bidding Documents may be acquired by interested Bidders from **November 10, 2023, 8:00 AM to 5:00 PM, Monday to Friday** at the **given address and website/s below** upon payment of a non-refundable fee for the Bidding Documents in the amount stated above. The Procuring Entity shall allow the bidder to present its proof of payment for the fees by in person, or through electronic means.
6. The DA – BFAR, will hold a Pre-Bid Conference on **November 17, 2023, Friday at 01:30 PM** through video conferencing or webcasting via “Zoom” application which shall be open to prospective 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/1FAIpQLSe0IjIC_7dFx-OTF1l10vIk1VJkIEQCYG93oU_g71DgyoNHCg/viewform?usp=pp_url** and in accordance with the “Annex A, Bidder’s Kit – I”.
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 **November 29, 2023, Wednesday at 1:00 PM**. 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; or**
 - (ii) both (manual and electronic submission at bac.eps@bfar.da.gov.ph through 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 14.
9. Bid opening shall be on **November 29, 2023, Wednesday at 01:30 PM** through video conferencing or webcasting via “**Zoom**” application. Bids will be opened 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 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
2nd Floor – BAC Office, Fisheries Building Complex, BPI Compound,
Visayas Avenue, Diliman, Quezon City.
bac.eps@bfar.da.gov.ph
(02) 8332-4661
12. You may visit the following websites:

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

For online bid submission:
https://docs.google.com/forms/d/e/1FAIpQLScDdch1IixLiAL4STMNFe03wGhWZclVKPVfqVhhbJtWqf1XsQ/viewform?usp=pp_url

Issued this 9th day of November 2023.

ORIGINAL SIGNED
ATTY. MICHAEL S. ANDAYOG
Chairperson, Bids and Awards Committee

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, Bureau of Fisheries and Aquatic Resources (BFAR) of the Department of Agriculture wishes to receive Bids for the **“SUPPLY AND DELIVERY OF ONE (1) UNIT OF CRYOCHAMBER (FREEZE CONTROL), ONE (1) UNIT OF COMPOUND MICROSCOPE WITH MONITOR AND COMPLETE SUPPLY AND INSTALLATION OF WALK-IN CHILLER COLD STORAGE UNIT FOR THE UPGRADING OF THE TILAPIA GERMPLASM BANK AT BFAR-NFTC”** with identification number **2023 – 47**.

The Procurement Project (referred to herein as “Project”) is composed of **three (3) lots**, 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 2023 in the amount of **Two Million Three Hundred Thirty-seven Thousand Twenty Pesos only (Php 2,337,020.00)**.

2.2. The source of funding is General Appropriations Act FY 2023.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

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

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that Subcontracting is not allowed.

- 7.2. The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria 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.
- 7.3. 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.
- 7.4. Subcontracting of any portion of the Project does not relieve the Supplier 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 Supplier'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 **November 17, 2023, Friday at 01:30 PM** through video conferencing or webcasting via “Zoom” application which shall be open to prospective 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/1FAIpQLSe0IjIC_7dFx-OTF1l10vIk1VJkIEQCYG93oU_g71DgyoNHCg/viewform?usp=pp_url** and in accordance with the “Annex A, Bidder’s Kit – I” as indicated in paragraph 6 of the IB.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

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

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in the **BDS**.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **BDS**.

13. Bid and Payment Currencies

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

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

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration 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 **March 28, 2024**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit bids in accordance with **Section III – Bid Data Sheet, ITB Clause 15**.

16. Deadline for Submission of Bids

16.1. The Bidder shall submit bids on or before **November 29, 2023, Wednesday at 1:00 PM** at the **2/F – BAC Office, Fisheries Building Complex, BPI Compound, Visayas Avenue, Diliman, Quezon City** and electronic documents through bac.eps@bfar.da.gov.ph as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

17.1. The BAC shall open the Bids on **November 29, 2023, Wednesday at 01:30 PM** through video conferencing or webcasting via “**Zoom**” application. Bids will be opened in accordance with the BFAR BAC procedure for online bidding as stated in the “**Annex A – Bidder’s kit VII**” as specified in paragraph 9 of the **IB**.

The Bidders’ representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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

18. Domestic Preference

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 Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.
- 19.5.** Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

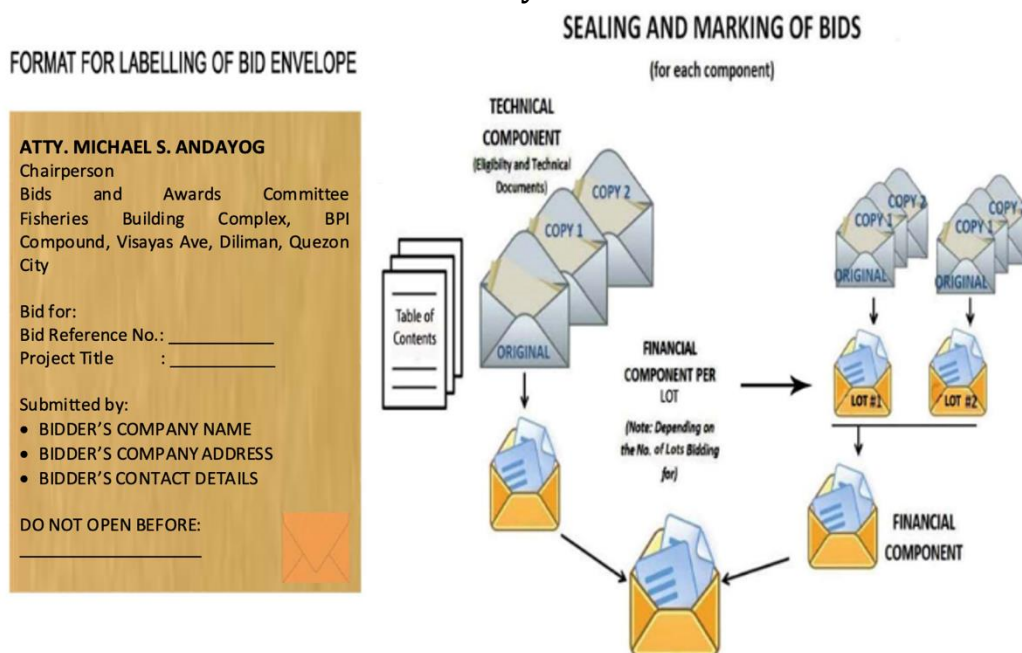
Bid Data Sheet

ITB Clause																									
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. Supply and delivery of laboratory equipment. (Lot 1 & 2) Supply and installation of walk-in chiller cold storage. (Lot 3)</p> <p>b. Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC within five (5) years prior to the deadline of the submission and receipt of bids.</p>																								
7.1	Subcontracting is not allowed.																								
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> <p>a. The amount of not less than [<i>two percent (2%) of ABC</i>], if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or</p> <table><tr><th>LOT NO.</th><th>ABC (PHP)</th><th>AMOUNT OF BID SECURITY (PHP)</th></tr><tr><td>1</td><td>₱ 1,250,000.00</td><td>₱ 25,000.00</td></tr><tr><td>2</td><td>₱ 70,000.00</td><td>₱ 1,400.00</td></tr><tr><td>3</td><td>₱ 1,017,020.00</td><td>₱ 20,340.40</td></tr></table> <p>b. The amount of not less than [<i>five percent (5%) of ABC</i>], if bid security is in Surety Bond.</p> <table><tr><th>LOT NO.</th><th>ABC (PHP)</th><th>AMOUNT OF BID SECURITY (PHP)</th></tr><tr><td>1</td><td>₱ 1,250,000.00</td><td>₱ 62,500.00</td></tr><tr><td>2</td><td>₱ 70,000.00</td><td>₱ 3,500.00</td></tr><tr><td>3</td><td>₱ 1,017,020.00</td><td>₱ 50,851.00</td></tr></table>	LOT NO.	ABC (PHP)	AMOUNT OF BID SECURITY (PHP)	1	₱ 1,250,000.00	₱ 25,000.00	2	₱ 70,000.00	₱ 1,400.00	3	₱ 1,017,020.00	₱ 20,340.40	LOT NO.	ABC (PHP)	AMOUNT OF BID SECURITY (PHP)	1	₱ 1,250,000.00	₱ 62,500.00	2	₱ 70,000.00	₱ 3,500.00	3	₱ 1,017,020.00	₱ 50,851.00
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3	₱ 1,017,020.00	₱ 50,851.00																							

15	<p>Participating bidders/suppliers may submit their bidding documents through either of the following forms:</p> <p>1. Hard Copy/Physical Document</p> <ul style="list-style-type: none"> Submitted directly through the BAC Office Address: <p><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,</u> <u>Quezon City</u></p> <p>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.</p> <p>2. Electronic and Hard Copy Document</p> <ul style="list-style-type: none"> 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 bac.eps@bfar.da.gov.ph <p>Bidders/suppliers may opt to submit both electronic and hardcopy in compliance with the abovementioned details.</p> <p>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.</p> <p>A. GUIDELINES ON LABELING AND MARKING OF BID ENVELOPE FOR THE SUBMISSION OF HARD COPIES:</p> <ol style="list-style-type: none"> Main envelope shall: <ol style="list-style-type: none"> bear addressed to the Procuring Entity's BAC; bear the specific identification/Bid ref. no. of this bidding; contain the name of the contract/Project Title to be bid; bear the Company Name, Company Address and Contact details of the Bidder; and bear a warning "DO NOT OPEN BEFORE" (the date and time of opening of Bids); Bidders shall enclose the First component (Eligibility and Technical documents) and Second components (Financial documents) of their bid; 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 component 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:



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

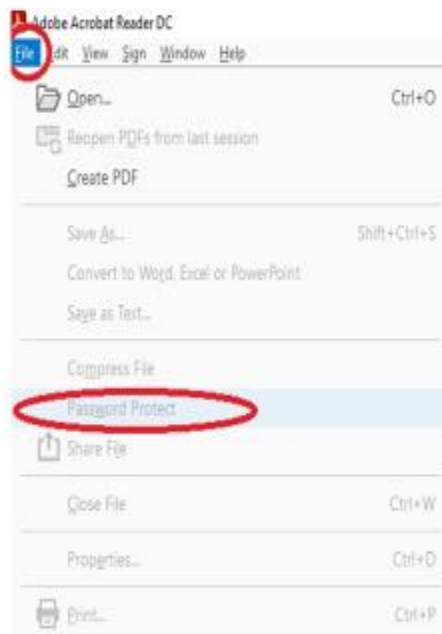
2. "BFAR Bid Reference No._____ (Name of Bidder); Financial Documents"

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.**




Protect Using Password

Requires user to enter a password for:

☒ Viewing

☐ Editing

Type Password

.....  Strong Password

Re-type Password

.....

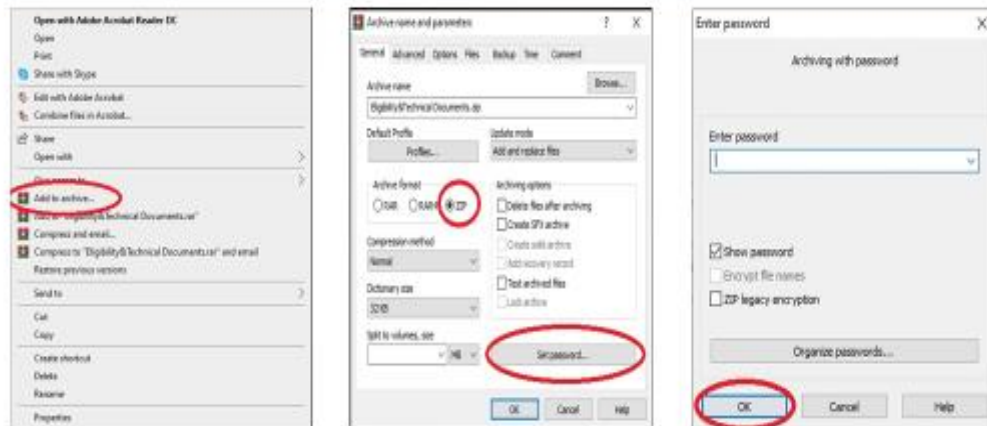
More Options v

Cancel

Apply

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



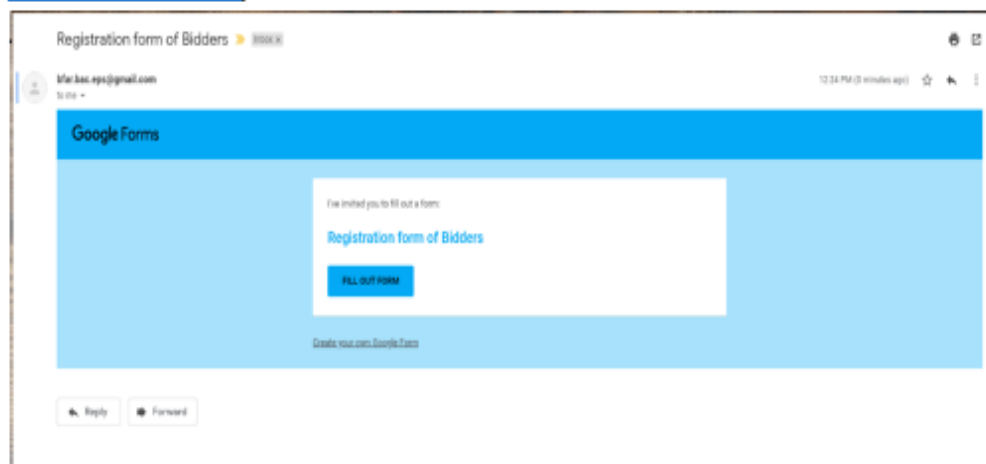
1. Right Click the password protected .PDF file.
2. Select "Add to archive."
3. In the Archive name and parameters dialog box, select "Radio button ZIP" and click "Set password."
4. Type your password and Click "OK button."

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.

Online Submission of Bid Documents

The Adoption of guidelines for the Electronic Submission of Bids in accordance with GPPB Resolution 09-2020(Procurement Guideline on Online Bidding)

Upload all the requirements

- Compressed and password-protected of Eligibility & Technical Documents
- Compressed and password-protected of Financial Documents

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not [@gmail.com?](#) [Switch account](#)

* Required

Email address *

Your email

Eligibility & Technical Documents *

[Add file](#)

Financial Documents *

[Add file](#)

A copy of your responses will be emailed to the address you provided.

Submit

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.

19.3	List the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.		
	Lot No.	Description	Approved Budget for the Contract (ABC) (Php)
	1	SUPPLY AND DELIVERY OF ONE (1) UNIT OF CRYOCHAMBER (FREEZE CONTROL) FOR THE UPGRADING OF THE TILAPIA GERMPLASM BANK AT BFAR-NFTC	1,250,000.00
	2	SUPPLY AND DELIVERY ONE (1) UNIT COMPOUND MICROSCOPE WITH MONITOR FOR THE UPGRADING OF THE TILAPIA GERMPLASM BANK AT BFAR-NFTC	70,000.00
	3	COMPLETE SUPPLY AND INSTALLATION OF WALK-IN CHILLER COLD STORAGE UNIT FOR THE UPGRADING OF THE TILAPIA GERMPLASM BANK AT BFAR-NFTC	1,017,020.00
20.2	1. Latest Income and Business Tax Returns, filed and paid through the Electronic Filing and Payments System (EFPS), consisting of the following: i. 2023 Income Tax Return with proof of payment; and ii. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the previous 6 months.		
21.2	No further instruction.		

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

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

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

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>“The delivery terms applicable to this Contract are delivered to BFAR-NFTC, Muñoz, Nueva Ecija. 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 for Ms. Ma. Jodecel C. Danting.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ul style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>

Spare Parts –

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

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

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

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods.

Spare parts or components shall be supplied as promptly as possible, but in any case, within (*Please refer below*) months of placing the order.

Within **forty-five (45) days for Lot 1 & 2** and **thirty (30) days for Lot 3** upon receipt of the Notice to Proceed.

Packaging –

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.

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

	Intellectual Property Rights – 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.
2.2	<i>No further instruction.</i>
4	<i>No further instruction.</i>

Section VI. Schedule of Requirements

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

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	SUPPLY AND DELIVERY OF ONE (1) UNIT OF CRYOCHAMBER (FREEZE CONTROL) FOR THE UPGRADING OF THE TILAPIA GERMPLASM BANK AT BFAR-NFTC	1 lot	1 lot	Within forty-five (45) calendar days upon receipt of the Notice to Proceed.
2	SUPPLY AND DELIVERY ONE (1) UNIT COMPOUND MICROSCOPE WITH MONITOR FOR THE UPGRADING OF THE TILAPIA GERMPLASM BANK AT BFAR-NFTC	1 lot	1 lot	
3	COMPLETE SUPPLY AND INSTALLATION OF WALK-IN CHILLER COLD STORAGE UNIT FOR THE UPGRADING OF THE TILAPIA GERMPLASM BANK AT BFAR-NFTC	1 lot	1 lot	Within thirty (30) calendar days upon receipt of the Notice to Proceed.
Place of Delivery: BFAR-NFTC, Muñoz, Nueva Ecija				

I hereby commit to deliver all the above requirements in accordance with the above stated schedule.

Name of Company

**Signature over Printed Name of
Authorized Representative**

Date

Section VII. Technical Specifications

Technical Specifications

Lot 1: SUPPLY AND DELIVERY OF ONE (1) UNIT OF CRYOCHAMBER (FREEZE CONTROL) FOR THE UPGRADING OF THE TILAPIA GERMPLASM BANK AT BFAR-NFTC

Approved Budget for the Contract (ABC): Php 1,250,000.00

Specification			Statement of Compliance
UNIT	DESCRIPTION	QUANTITY	[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.]
Unit	Cryo Chamber	1	
	- Freeze control CL 5500, freezing device,		
	- Capacity: 23,0.5 ml or 46 x 0.25 ml straws		
	- 1.5L cryobath		
	- 16 preinstalled programs		
	- Inbuilt battery included. Can be operated on battery or mains (12V)		
	- With carry case and power cable		
	Includes: Cable 12V for power pack CL-P10 and Freeze Control CL 5500, length: 2m		

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

**Lot 2: SUPPLY AND DELIVERY ONE (1) UNIT COMPOUND MICROSCOPE WITH MONITOR
FOR THE UPGRADING OF THE TILAPIA GERMPLASM BANK AT BFAR-NFTC**

Approved Budget for the Contract (ABC): Php 70,000.00

Specification			Statement of Compliance
UNIT	ITEM DESCRIPTION	QUANTITY	<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>
Unit	Compound microscope, binocular, with monitor	1	
	- digital biological microscope		
	- digital tablet 10.5 " LCD Attachment with integrated display camera		

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

**Lot 3: COMPLETE SUPPLY AND INSTALLATION OF WALK-IN CHILLER COLD STORAGE
UNIT FOR THE UPGRADING OF THE TILAPIA GERMPLASM BANK AT BFAR-NFTC**

Approved Budget for the Contract (ABC): Php 1,017,020.00

Specification			Statement of Compliance
UNIT	ITEM DESCRIPTION	QTY	<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>
Unit	COMPLETE SUPPLY & INSTALLATION OF WALK-IN CHILLER COLD STORAGE UNIT INCLUSIVE OF THE FOLLOWING COMPONENTS:		
	Supply of Insulated Panels 16 pcs. Wall (75mmT + PPGI) w/ cam lock Rib Type 1.0mW x 2.3mL x 75mmT x .4mm GI Double skin 4 pcs. Ceiling (75mmT + PPGI) w/ cam lock Rib Type 1.0mW x 3.5mL x 75mmT x .4mm GI Double skin 4 pcs. Flooring (75mmT + PPGI) w/ cam lock Rib Type 1.0mW x 3.5mL x 75mmT x .4mm GI Double skin		
	Supply of Bended Accessories PPGI Inside Capping 0.40mm x 0.100m W x 2.4m L PPGI outside Capping 0.40mm x 0.100m W x 2.4m L PPGI Base Channel 0.40mm x 0.100m W x 2.4m L		
	Supply of Refrigeration System for Walk-in Chiller 18°C Compressor, 3HP Copeland 1 unit Condenser, Air Cold Blower Type, 1 to 4 fan motor 1 unit Evaporator, Air Cold Blower Type, 2 to 3 fan motor 1 unit Refrigerant, R404A Liquid Receiver & High Efficiency Freon Filter Solenoid Valve Expansion Valve and Orifice		

	Electrical System Control Box w/ Digital Temperature single phase Pressure switch		
	Insulated Door, 2 units (1 Swing, 1 Sliding) , Pre-painted G.I. Skin 0.40mm THK Both Side PUR Density: 40kg/m3 1Set/s D1:L100mm Swing doors , Door opening 0.8mW x 1.8mH w/ heater W/ PVC Plastic Curtain , 1Set/s D1:L100mm Sliding door Door opening 1.5mW x 1.8mH w/ heater, W/ PVC Plastic Curtain		
	Installation Works Installation of PU Insulated Panels Installation of Bended Accessories Installation of insulated doors Installation of Cooling System		

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

TERMS OF REFERENCE (Lot Nos. 1-3)	Statement of Compliance
<p>I. PROJECT NAME: UPGRADING OF TILAPIA GERMPLASM BANK AT BFAR-NATIONAL FRESHWATER TECHNOLOGY CENTER, SCIENCE CITY OF MUÑOZ, NUEVA ECIJA</p> <p>II. PROJECT LOCATION: BFAR-NFTC, CLSU Compound, Science City of Munoz, Nueva Ecija</p> <p>III. BACKGROUND:</p> <p>The Tilapia Germplasm Bank is the first and only tilapia germplasm bank in the world with collections of frozen tilapia male gametes from Africa. The Tilapia Germplasm Bank was established in 1987 during the pilot project of Genetic Improvement of Farmed Tilapia (GIFT) in the Philippines. Its primary objective is to cryopreserve the important tilapia male gametes involved in the GIFT breeding program. Cryopreservation has been considered a major strategy for conserving fish genetic resources. It is the long term preservation and storage of biological material in a viable form at a very low temperature, usually at -196 °C, the temperature of liquid nitrogen. Since its existence, the Tilapia Germplasm Bank has been providing hands-on training to researchers and students in the cryopreservation of tilapia milt.</p> <p>Tilapia is native to Africa, and it was introduced in the country in 1950. In the early 1970s, farming and the culture of tilapia started in the country. Tilapia is a good and cheaper alternative source of protein. Tilapia had been cultured in the country to contribute to the nutritional demands of the growing population. Tilapia is one of the priority commodities for aquaculture in the country being promoted by the Department of Agriculture – Bureau of Fisheries and Aquatic Resources (DA-BFAR) under the aquaculture fisheries subsector. The continuous growth of the tilapia industry will be sustained through the advent of Tilapia Industry Roadmap. Furthermore, the availability of high quality tilapia broodstock was identified as one of the strengths of the tilapia industry, and the genetic improvement of tilapia with emphasis on the traits of economic importance like growth, survival, and disease resistance is a continuous activity to address the needs of the tilapia fishfarmers for high quality tilapia fingerlings. (Tilapia Industry Roadmap, 2022)</p> <p>The application of cryopreservation plays an important role in a genetic improvement program. The cryopreservation process in the laboratory includes conditioning of selected tilapia male breeders,</p>	<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</i></p>

preparation of extenders and cryoprotectants, collection of milt/sperm, checking of milt (motility scoring and estimation), addition of extenders and cryoprotectants to milt, labelling, filling of straw with milt solution, processing of samples in cryochamber (slow decrease in temperature up to -60°C), and storing of samples in dewar tanks with liquid nitrogen. For maintenance, regular refilling of liquid nitrogen in dewar tanks is done to ensure that all the samples are submerged in liquid nitrogen. The cryopreserved tilapia milt can be included and introduced in a breeding program to improve traits of interests (*e.g.* growth, survival, disease resistance).

IV. OBJECTIVES:

General:

To upgrade the existing Tilapia Germplasm Bank at BFAR-NFTC through facility development and the acquisition of additional equipment.

Specific:

- 1) To upgrade the cooling system from a makeshift cold-storage room into a standard cold storage through the installation of walk-in chiller cold storage;
- 2) To upgrade the equipment used in the preparation of tilapia milt for cryopreservation.

V. SCOPE OF WORK AND DETAILS:

The project is composed of procurement of equipment for the Tilapia Germplasm Bank, specifically:

1. Upgrading of cooling system for maintaining the optimal cold condition crucial to the integrity of the cryopreserved tilapia gene pool.
 - a) Installation of walk-in Cold Storage Room (14 m²) inclusive of the following:
 - Full insulation of room walls at all sides
 - Insulated doors
 - Monitoring glass panel
 - Cooling system
2. Upgrading of equipment for the preparation of tilapia milt for cryopreservation through the acquisition of a cryochamber and microscope
 - a) One (1) unit cryochamber (freeze control)
 - b) One (1) unit compound microscope with monitor

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.]

VI. PROGRAM OF WORK, ACTIVITIES AND MATERIALS:

ITEM	Activities	QTY.	UNIT	MANPOWER
1	Installation of walk-in cold storage room with walls fully insulated, insulated doors, monitoring glass panel, and with cooling system	1	Lot	Project Leader & Project Staff, Electro-Mechanical Contractor, Laborers to be provided by the winning bidder/contractor including vehicles for mobilization of supplies and equipment needed in the project.
2	Procurement of equipment <ul style="list-style-type: none"> • Cryochamber (freeze control) • Microscope with monitor 	1	Lot	Project Leaders & Project Staff, Equipment supplier

DA-BAR FUND (5M)

QTY	UNIT	ITEM DESCRIPTION	REMARKS
1	Lot	SUPPLY & INSTALLATION OF WALK-IN CHILLER COLD STORAGE UNIT INCLUSIVE OF THE FOLLOWING COMPONENTS:	All supplies and materials, equipment, and labor needed for the installation, testing and commissioning shall be provided by the supplier/contractor
		<i>Insulated Wall Panels</i>	
		Wall Panels (75mmT+ PPGI) w/ cam lock Rib Type	
		1.0 m W x 2.3 m L x 57mm T x 4mm GI Double skin	
		Ceiling (75mmT x 4mm) w/ cam lock Rib Type	
		1.0 m W x 3.5 m L x 57mm T x 4mm GI Double skin	
		Flooring (75mmT + PPGI) w/cam lock Rib Type	
		<i>Bended Accessories</i>	
		PPGI Inside Capping 0.40mm x 0.100mW x 2.4 m L	

		PPGI Outside Capping 0.40mm x 0.100mW x 2.4 m L	
		PPGI Base Channel 0.40mm x 0.100mW x 2.4 m L	
		Insulated Doors	
		Prepainted GI skin 0.40 mm THK both side	
		D1L100mm Sliding Doors	
		Door Opening 0.8m W x 1.8m H w/ heater	
		PVC Plastic Curtain	
		Refrigeration System for Walk-in Chiller	
		Compressor, 3 HP Semi Hermetic	
		Condenser, Air Cold Blower Type 1 to 4 fan motor	
		Evaporator, Air Cold Blower Type, 2 to 3 fan motor	
		Refrigerant, R404A	
		Liquid Receiver & High-Efficiency Freon Filter	
		Solenoid Valve	
		Expansion Valve and Orifice	
		Electrical System	
		Control Box w/ digital temperature single phase	
		Pressure Switch	
		LABORATORY EQUIPMENT	
1	Unit	Cryo Chamber - Freeze control CL 5500, freezing device - Capacity: 23,0.5 ml or 46 x 0.25 ml straws - 1.5L cryobath - 16 preinstalled programs - Inbuilt battery included. Can be operated on battery or mains (12V) - With carry case and power cable - Includes: Cable 12V for power pack CL-P10 and Freeze Control CL 5500, length: 2m	All supplies and materials needed for the delivery, testing, and commissioning of the cryochamber shall be provided by the supplier
1	Unit	Compound microscope, binocular, with monitor	All supplies and materials needed for the installation, testing, and commissioning shall be provided by the supplier

VII. DELIVERABLES:

1. Walk-in Cold Storage Room (14 m²) with walls fully insulated, insulated doors, monitoring glass panel, and with cooling system installed.
2. One (1) unit of cryo chamber (freeze control) tested and procured.
3. One (1) unit of compound microscope with monitor tested and procured.

VIII. CONTRACTOR / WINNING BIDDER:

1. The contractor/supplier must have the competence to implement and support the project.
2. The contractor/supplier for will be responsible for the equipment and manpower needed in the project (please refer Section VI for the Manpower).
3. The contractor/supplier shall at all times take the necessary precautions to protect its personnel safety on site.
4. The start -up of the equipment and commissioning at the project site is included in the contract.
5. The contractor and supplier of equipment will be in-charge to train/orient the operating staff upon completion of the activity (rehabilitation/upgrading of facility) and delivery of equipment, respectively.

IX. WARRANTY:

The contractor shall be responsible to support the needs in the upgrading and rehabilitation of Tilapia Germplasm Bank Facility:

- 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:

1. 1-year workmanship warranty on the installed walk-in Cold Storage Room while 5-year warranty on cooling system and some parts.
2. 1-year warranty on equipment (cryochamber, and microscope).

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 cryo-chamber and microscope.

XII. PLACE OF DELIVERY:

BFAR – National Fisheries Technology Center, CLSU, Science City of Munoz, Nueva Ecija

XIV. Approved Budget Contract (ABC) : ₱ 2,337,020.00**XV. DELIVERY SCHEDULE:**

Forty-five (45) days upon receipt of Notice to Proceed (NTP) for the supply and delivery of cryo-chamber (Lot 1) and compound microscope (Lot 2) and Thirty (30) days for the complete supply and installation of walk-in chiller (Lot 3).

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 VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE	
<i>Class "A" Documents</i>	
<u><i>Legal Documents</i></u>	
<input type="checkbox"/>	(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;
<u><i>Technical Documents</i></u>	
<input type="checkbox"/>	(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
<input type="checkbox"/>	(c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents (Attached prescribed format); and
<input type="checkbox"/>	(d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; or Original copy of Notarized Bid Securing Declaration; and
<input type="checkbox"/>	(e) Conformity with the Technical Specifications, which include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; and <ol style="list-style-type: none"> 1. Certificate of Exclusive Distributorship from manufacturer (Lot 1); 2. Warranty (All lots); and 3. Detailed brochure of the product model offered (All lots).
<input type="checkbox"/>	(f) Original duly signed Omnibus Sworn Statement (OSS); and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
<u><i>Financial Documents</i></u>	
<input type="checkbox"/>	(g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC); or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.
<i>Class "B" Documents</i>	
<input type="checkbox"/>	(h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence; or

	duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.
	II. FINANCIAL COMPONENT ENVELOPE
<input type="checkbox"/>	(i) Original of duly signed and accomplished Financial Bid Form; and
<input type="checkbox"/>	(j) Original of duly signed and accomplished Price Schedule(s).
	<u>Other documentary requirements under RA No. 9184 (as applicable)</u>
<input type="checkbox"/>	(k) <i>[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]</i> 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.
<input type="checkbox"/>	(l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

The following templates are provided for easy reference, attached hereto as Appendix 1, 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 Projects;
- 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	
<u>Government or</u>								
<u>Private</u>								
*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	%		
<u>Government</u>						
<u>Private</u>						

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

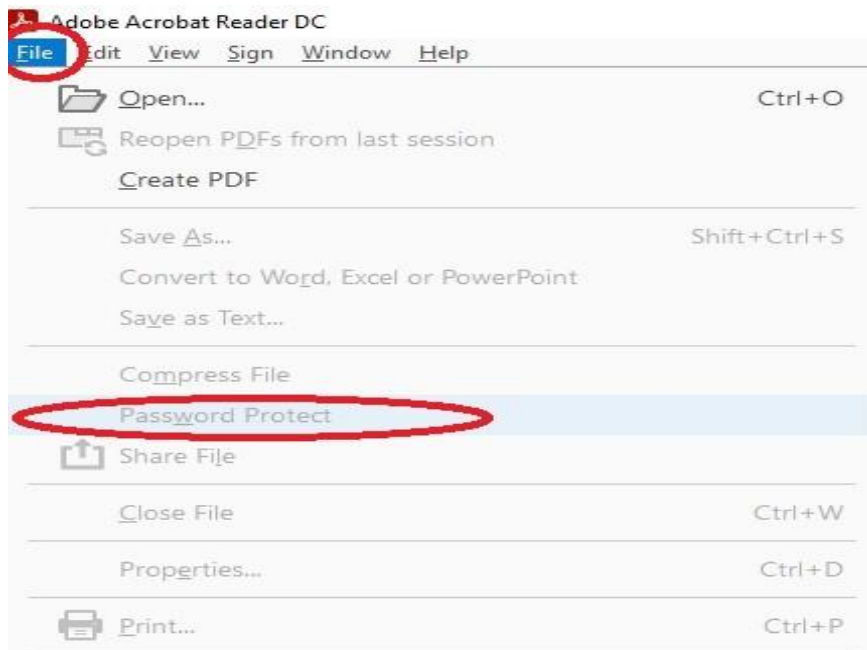
1. Kindly place your microphone on mute when not speaking.
2. Please raise your hand, and wait to be recognized before you speak (remember to toggle off mute).
3. Turn on video for confirmation of your identity.
4. Meeting will start on time. You are advised to enter the VTC room 30 minutes to resolve 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 Using Password.**



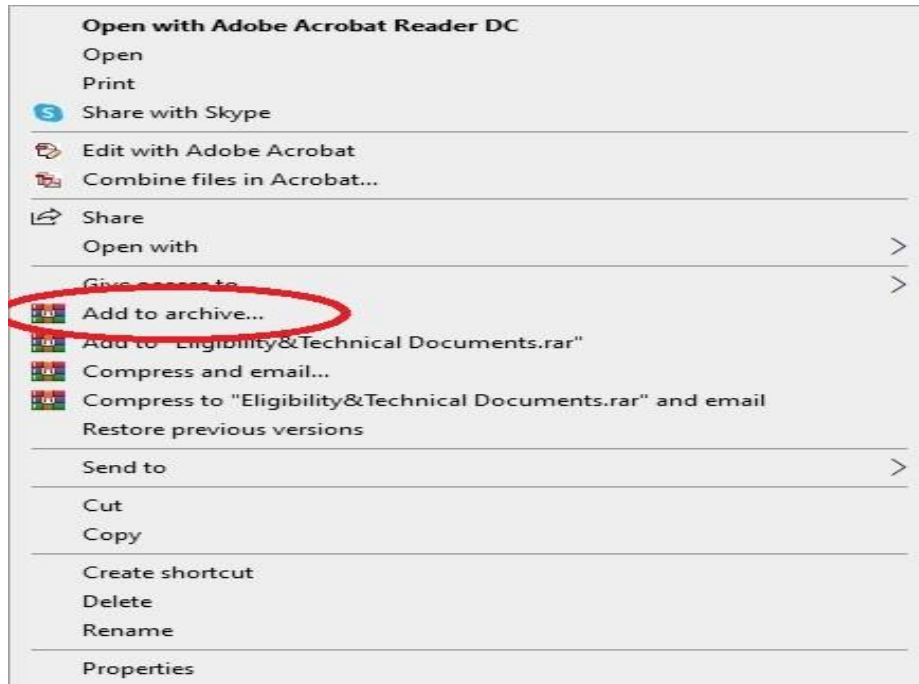
3. Select to set the password for Viewing thePDF.

A screenshot of the 'Protect Using Password' dialog box in Adobe Acrobat Reader DC. The dialog has a title bar 'Protect Using Password'. Below it, it says 'Requires user to enter a password for:'. There are two radio buttons: 'Viewing' (selected) and 'Editing'. Below these is a 'Type Password' field with a password mask (dots) and a green checkmark icon with the text 'Strong Password' next to it. Below that is a 'Re-type Password' field with a password mask. At the bottom, there is a 'More Options' link with a dropdown arrow, a 'Cancel' button, and an 'Apply' button.

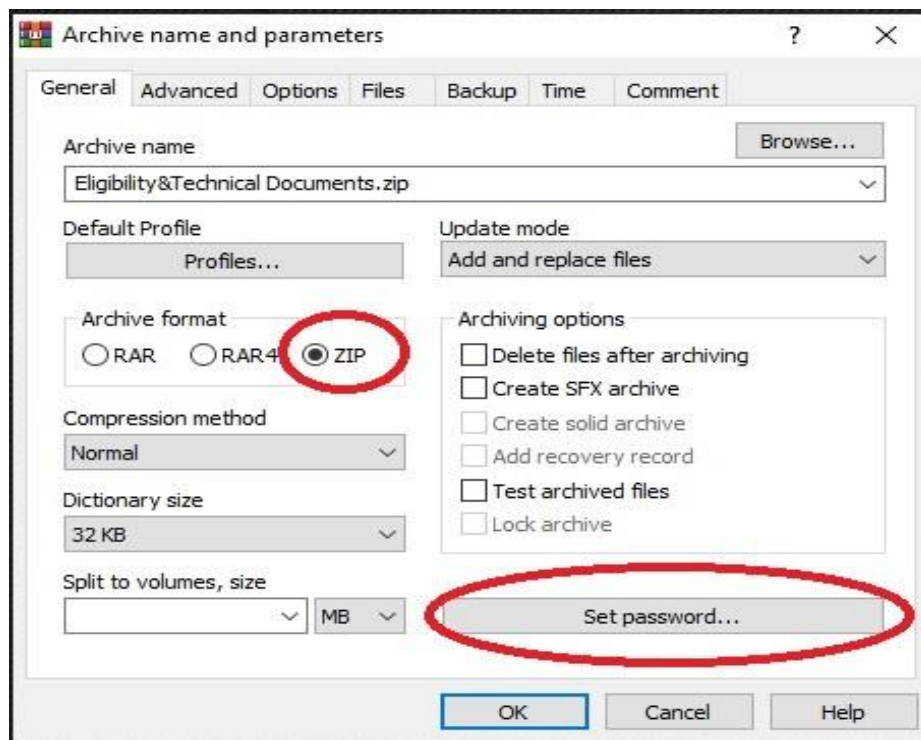
4. Type and retype your password. The password strength is displayed next to your password to indicate whether the chosen password is weak, medium, strong, or best
5. Click **Apply**

File Archiving and Compression using WinRAR application


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



The image shows a Windows-style dialog box titled "Enter password" with a close button (X) in the top right corner. The main heading inside the dialog is "Archiving with password". Below this, there is a section titled "Enter password" containing a text input field with a single character "I" and a dropdown arrow on the right. Underneath the input field are three checkboxes: "Show password" (checked), "Encrypt file names" (unchecked), and "ZIP legacy encryption" (unchecked). Below the checkboxes is a button labeled "Organize passwords...". At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help". The "OK" button is highlighted with a red oval.

“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.

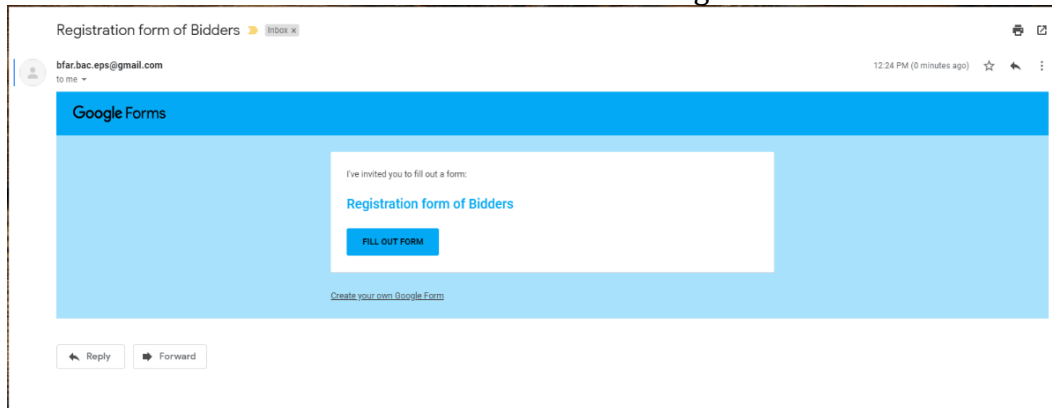


Figure 1.1

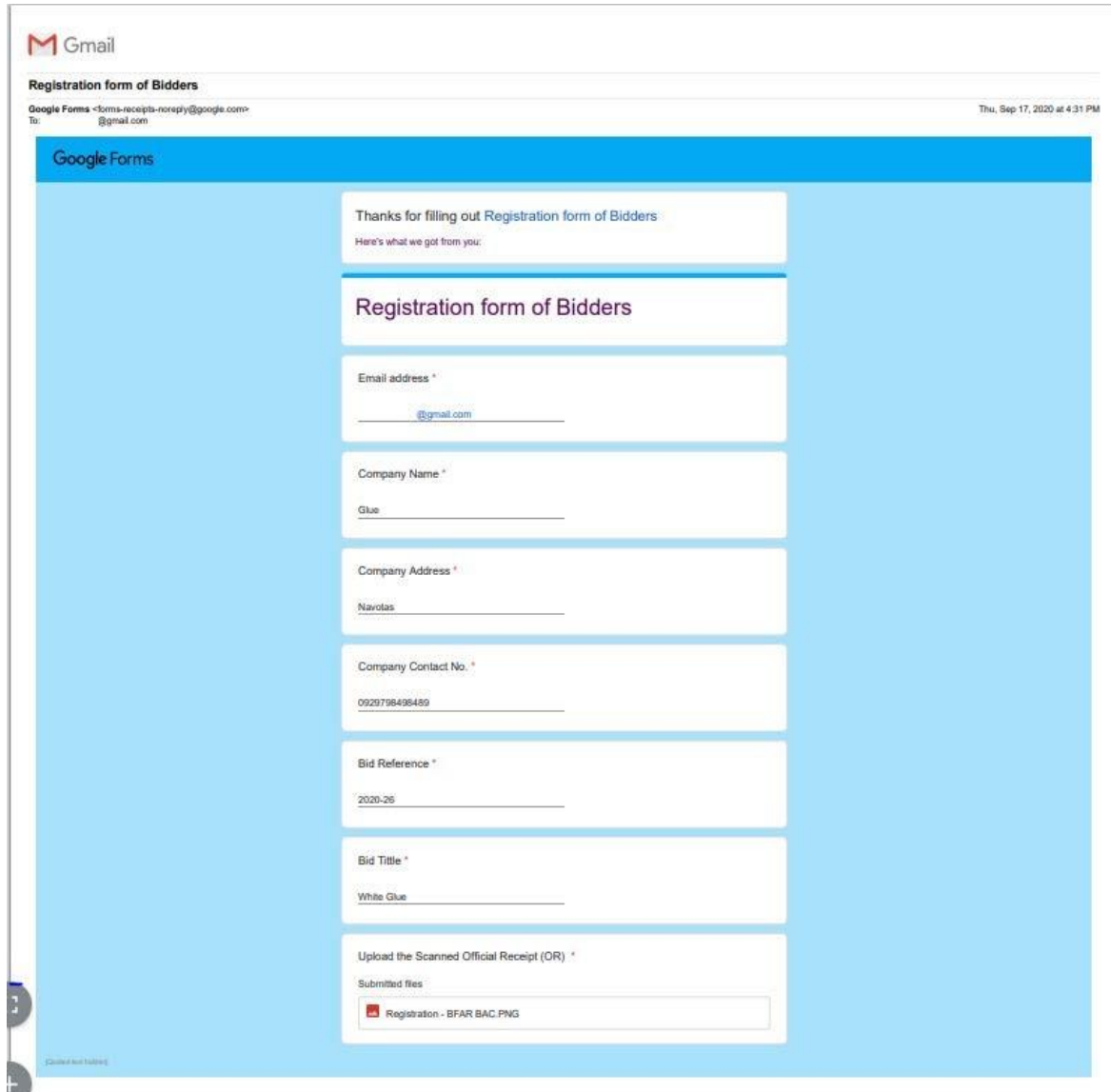
Step 2. Upon received, click the **FILL OUT FORM.**

Step 3. Bidder must fill in the following required information

A screenshot of the 'Registration form of Bidders' Google Form. The form title is 'Registration form of Bidders'. Below the title, a note states: 'The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not @gmail.com? [Switch account](#)'. A red asterisk indicates required fields. The form contains the following fields: 'Email address *' with a placeholder 'Your email'; 'Company Name *' with a placeholder 'Your answer'; 'Company Address *' with a placeholder 'Your answer'; 'Authorized Representative *' with a placeholder 'Your answer'; 'Company Contact No. *' with a placeholder 'Your answer'; 'Bid Reference *' with a placeholder 'Your answer'; 'Bid Tittle *' with a placeholder 'Your answer'; and 'Upload the Scanned Official Receipt (OR) *' with an 'Add file' button. At the bottom, a blue bar contains the text 'A copy of your responses will be emailed to the address you provided.' and a blue 'Submit' button.

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).



The screenshot displays a Gmail inbox with an email from Google Forms. The email subject is "Registration form of Bidders". The email body contains a link to a Google Form titled "Registration form of Bidders". The form is displayed in a preview mode within the email. The form has a blue header with the Google Forms logo. Below the header, there is a message: "Thanks for filling out Registration form of Bidders. Here's what we got from you:". The form fields are as follows:

- Email address *: @gmail.com
- Company Name *: Glue
- Company Address *: Navotas
- Company Contact No. *: 0929798498489
- Bid Reference *: 2020-26
- Bid Title *: White Glue
- Upload the Scanned Official Receipt (OR) *: Submitted files: Registration - BFAR BAC.PNG

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”.

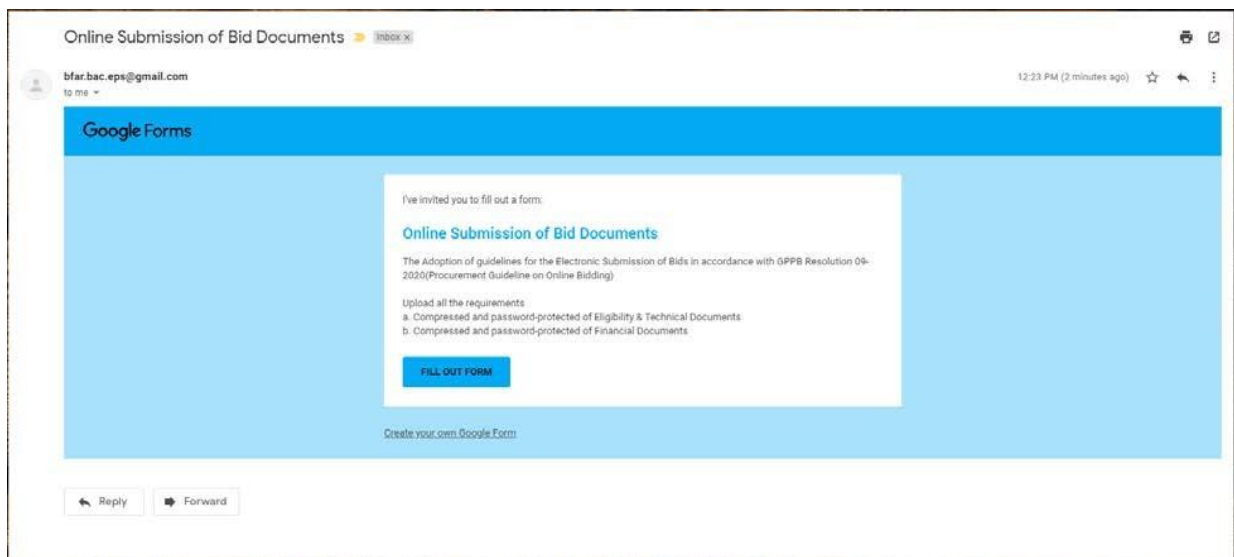


Figure 8.1

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

Online Submission of Bid Documents

The Adoption of guidelines for the Electronic Submission of Bids in accordance with GPPB Resolution 09-2020(Procurement Guideline on Online Bidding)

Upload all the requirements

- a. Compressed and password-protected of Eligibility & Technical Documents
- b. Compressed and password-protected of Financial Documents

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not [@gmail.com?](#) [Switch account](#)

* Required

Email address *

Your email

Eligibility & Technical Documents *

[Add file](#)

Financial Documents *

[Add file](#)

A copy of your responses will be emailed to the address you provided.

Submit

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

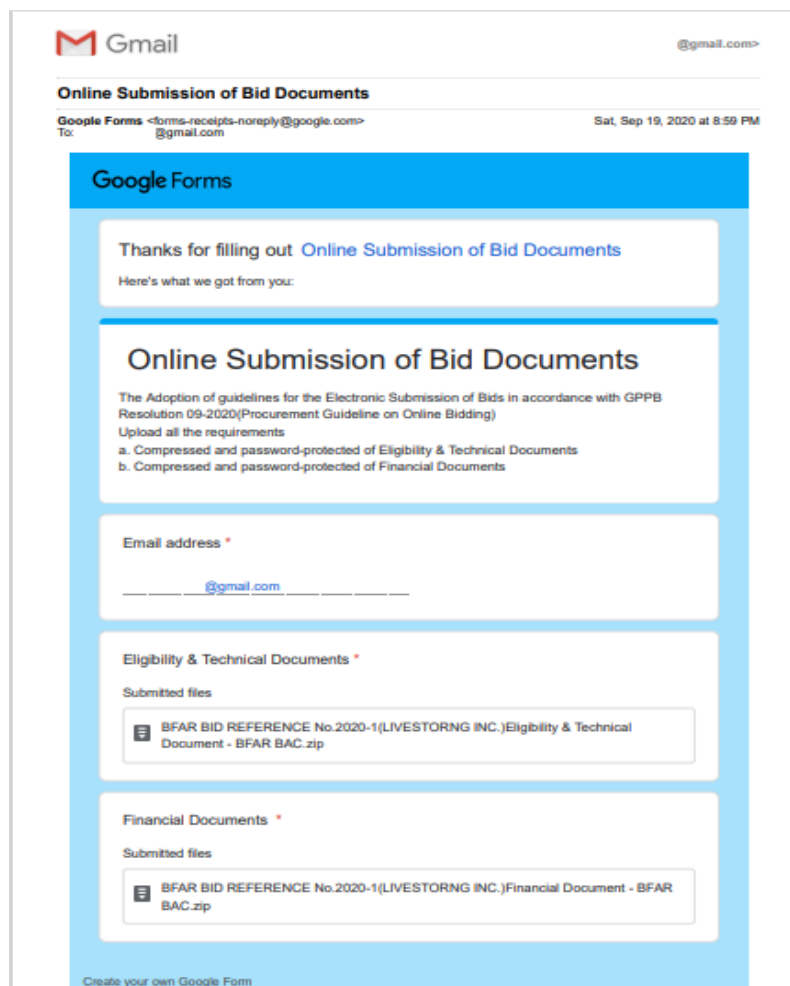


Figure 11.2

