

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Hiring of a Media Agency for the Print Publication of DOH Priority Programs and Advisories in Leading National Newspapers and Tabloids CY 2021

IB NO. 2021-149

Government of the Republic of the Philippines

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid



Republic of the Philippines
Department of Health
CENTRAL OFFICE BIDS AND AWARDS COMMITTEE

**INVITATION TO BID FOR THE
Hiring of a Media Agency for the Print Publication of DOH Priority
Programs and Advisories in Leading National Newspapers and
Tabloids CY 2021
IB No. 2021-149**

1. The *Department of Health (DOH)*, through the General Appropriations Act of 2021 intends to apply the sum of Ten Million Philippine Pesos (PhP10,000,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the *Hiring of a Media Agency for the Print Publication of DOH Priority Programs and Advisories in Leading National Newspapers and Tabloids CY 2021 under IB No. 2021-149*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *DOH* now invites bids for the *procurement of the above-captioned project*. Delivery of the Goods is required *within the period specified under SECTION VI. Schedule of Requirements*. Bidders should have completed, *within three (3) years from the date of submission and receipt of bids*, a contract similar to the Project, *equivalent to at least fifty percent (50%) of the ABC*. 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 5183.

4. Prospective bidders may obtain further information from the *COBAC Secretariat, G/F, Bldg. 6, Department of Health, San Lazaro Compound* and inspect the Bidding Documents at the address given above during *8:00 AM – 5:00 PM, Monday to Friday*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on ***09 March 2021 to 30 March 2021*** from the given address and website below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of *Ten Thousand Philippine Pesos (PhP10,000.00)*. *The Procuring Entity shall allow the bidder to present its proof of payment for the fees be presented in person.*

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.

6. The *DOH* will hold a Pre-Bid Conference on **16 March 2021; 10:00 AM** at the *COBAC Conference Room, Ground Floor, Bldg. 6, Department of Health, Sta. Cruz, Manila*, and/or through video conferencing or webcasting *via Cisco WebEx*, which shall be open to prospective bidders. Interested bidders may contact the COBAC-D Secretariat at this electronic mail (e-mail) address, cobacd.secretariat@gmail.com for details.
7. Bids must be duly received by the *COBAC–D Secretariat* through either (i) manual submission at the office address indicated below, (ii) online or electronic submission as indicated below, or (iii) both on or before **30 March 2021, 9:00 AM**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **30 March 2021, 9:00 AM** at the given address below and or via *Cisco Webex*. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.
10. Electronic submission of bids must be sent via e-mail to cobacdsecretariat@doh.gov.ph provided that it complies with the following conditions:
 - i. It should be in a clear .PDF/.IMG/.JPG/.TIFF/.GIF/.PNG format, and shall be in two (2) password protected Bidding Documents in compressed archive folders *pursuant to GPPB Resolution No. 09-2020 and Section 25.1 of the 2016 IRR of RA 9184*;
 - ii. A generated bid receipt page or email acknowledgement indicating the time of submission must be secured and printed as a reference;
 - iii. The documentary requirements are arranged accordingly based on the Eligibility Checklist using the standard file name indicated therein.
 - iv. *For electronic bid submission, the passwords for accessing the Bidding Documents will be disclosed by the Bidders only during the actual bid opening which may be done in person or face-to-face through videoconferencing, webcasting or similar technology. (GPPB Resolution No. 09-2020 and Section 29 of the 2016 IRR of RA 9184)*

Note:

The BAC shall open the bid envelopes using a non-discretionary “pass/fail” criterion. *In case of electronic bid submission, Bidding Documents not in compressed archive folders and are not password protected, shall be rejected. However, bid envelopes that are not properly sealed and marked or not properly compressed and password-protected, as required in the Bidding Documents, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or improperly compressed or password-protected folder, or for its premature opening. (GPPB Resolution No. 09-2020 and Section 25.9 of the 2016 IRR of RA 9184)*

Further, once the GCQ is lifted or the Bidder is determined as the Single/Lowest Calculated and Responsive Bid, whichever comes first, the Bidder shall submit three

(3) sets of printed copies of the eligibility documents, certified as such by the bidder or his duly authorized representative.

11. The *DOH* 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 RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

COBAC – D Secretariat

Department of Health

San Lazaro Compound

Sta. Cruz, Manila

Tel. Nos. 8651-7800 local 1624 to 1627; 1650 to 52

Facsimile No.: 8741-9775; 8740-6830

Official email address: cobacdsecretariat@doh.gov.ph

13. You may visit the website listed below:

For downloading of Bidding Documents: <https://www.doh.gov.ph/procurement>

LILIBETH C. DAVID, MD, MPH, MPM, CESO I

Undersecretary of Health

Chairperson, COBAC-D

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *DOH* wishes to receive Bids for the *Hiring of a Media Agency for the Print Publication of DOH Priority Programs and Advisories in Leading National Newspapers and Tabloids CY 2021* with identification number *IB No. 2021-149*

The Procurement Project (referred to herein as “Project”) is composed of [*one lot*], the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for [*2021*] in the amount of Ten Million Philippine Pesos (PhP10,000,000.00).

2.2. The source of funding is:

a. NGA, the General Appropriations Act

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. *Foreign bidders may be eligible to participate when any of the following circumstances exist:*
 - a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
 - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
 - a. For the procurement of Non-Expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

- 7.1. 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:

- a. Subcontracting is not allowed.

- 7.2. 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 the specified date and time and either at its physical address *COBAC Conference Room, Ground Floor, Bldg. 6, Department of Health, Sta. Cruz, Manila*, and/or through video conferencing or webcasting *via Cisco Webex*, which shall be open to prospective bidders 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 *[three (3) 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.

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. Similar to the required authentication above, for Contracting

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

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

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation,

Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

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

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration² 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 *One Hundred Twenty Calendar Days*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. The Project shall be awarded as follows:

Option 1- One Project having several items that shall be awarded as one contract

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

20. Post-Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause					
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> a. <i>Advertisement (in newspapers/tabloids)</i> b. completed within [<i>three (3) years</i>] prior to the deadline for the submission and receipt of bids. 				
7.1	<i>No further instruction</i>				
12	The price of the Goods shall be quoted DDP or the applicable International Commercial Terms (INCOTERMS) for this Project.				
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> a. The amount of not less than <i>two percent (2%) of ABC amounting to PhP200,000.00</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than <i>five percent (5%) of ABC amounting to PhP500,000.00</i>, if bid security is in Surety Bond. 				
15	Each Bidder shall submit <i>one (1) original and two (2) copies</i> of the first and second components of its bid: 1 st copy- marked as 'ORIGINAL'; 2 nd copy- marked as 'COPY 1'; 3 rd copy- marked as 'COPY 2'.				
19.3	The ABC is Ten Million Philippine Pesos (PhP10,000,000.00). Any bid with a financial component exceeding this amount shall not be accepted.				
	Lot No.	Description	Qty.	Unit	Total ABC (PhP)
	1	Hiring of a Media Agency for the Print Publication of DOH Priority Programs and Advisories in Leading Newspapers and Tabloids CY 2021	1	lot	10,000,000.00
20.1	The LCB shall submit <i>three (3) sets of true copies of the original certified as such by the bidder or his duly authorized signatory</i> within a <i>non-extendible period of five (5) calendar days</i> from receipt of the notification arranged, numbered and tabbed as enumerated below: <ul style="list-style-type: none"> (a) Latest Annual Tax Return filed thru Electronic Filing and Payment Systems (EFPS) and must be duly validated with the tax payments made thereon for the preceding Tax Year be it on a calendar or fiscal year income (per Revenue Regulations 3-2005); 				

	<p>(b) Latest Business Tax Return filed thru Electronic Filing and Payment System (EFPS) duly validated with the tax payments made thereon also refers to the Value Added Tax (VAT) or Percentage Tax Returns covering the previous six (6) months (per Revenue Regulations 3-2005);</p> <p><i>The latest income and business tax returns are those within the last six months preceding the date of bid submission</i></p> <p>(c) Articles of Incorporation and General Information Sheet (GIS), in case the Bidder has submitted a SEC registration as part of the Eligibility Documents, if applicable; and</p> <p>(d) <i>Valid and current Certificate of PhilGEPS Registration and Membership – Platinum (In the event the bidder opted to submit only the Class “A” Eligibility Documents (Pursuant to GPPB Circular 07-2017 dated 31 July 2017).</i></p> <p><i>Failure of the Bidder declared as LCB to duly submit the requirements stated above or a finding against the veracity of such shall be ground for <u>forfeiture of the bid security and disqualify the Bidder for award.</u></i></p> <p>NOTE:</p> <p>1) In case of a JVA, each joint venture partners shall submit the above-cited Post-Qualification Documentary Requirements (GPPB NPM 006-2010 dated 04 February 2010).</p> <p>2) As the possible Single/Lowest Calculated Responsive Bidder (S/LCRB), please provide the COBAC – D, soft copy in “Word” and in PDF the Technical Specifications you submitted during the Submission and Opening of Bids for the above-cited procurement project.</p> <p>3) All submitted documents during the Submission and Opening of Bids (original and the two (2) copies) by the S/LCB must be true copies of the original certified as such by the Bidder’s duly authorized signatory</p>
20.2	<i>No further instructions</i>
21.2	<i>No further instructions</i>

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

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

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

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

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><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is/are:</p> <p>BEVERLY LORRAINE C. HO, MD, MPH Director IV Health Promotion Bureau (HPB) Department of Health Bldg. 18, San Lazaro Compound, Sta Cruz, Manila 651 – 7800 local 2830</p> <p>DOMINIC A. MADDUMBA, MD, MPM Head, Branding and Creative Marketing Division, HPB Department of Health Bldg. 18, San Lazaro Compound, Sta Cruz, Manila 651 – 7800 local 1136</p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Project Management or Contract Administration Arrangement:</p> <p>The Head of HPB shall provide clear directions in the development of the outputs required in the TOR and manage and supervise the Service Provider (SP) in their implementation of the project.</p> <p>Reporting Obligations, notices and approval process including minimum or essential reports contents:</p>

	<p>The SP shall report directly to the Head of HPB who the authorized person is to approve notices and acceptance of deliverables based on the TOR activities and other related task.</p>				
<p>2.2</p>	<p>Based on the General Provisions of the GAA of 2021, Section 60: Cash Budgeting System, all appropriations shall be made available for release and disbursement for the purpose specified and under the same general and special provisions applicable until December 31, 2021.</p> <p>After the end of validity period, all unreleased appropriations shall lapse, while unexpended or undisbursed funds shall revert to the unappropriated surplus of the General Fund in accordance with Section 28, Chapter IV Book VI of E.O. No. 292 and shall not thereafter be available for expenditure except by subsequent legislative enactment. Departments, bureaus, and offices of the National Government, including constitutional offices enjoying fiscal autonomy, SUCs and GOCCs, shall strictly observe the validity of appropriations and the reversion of funds.</p> <p>For FY2021, the appropriation for infrastructure capital outlays shall be valid for obligation until December 31, 2021 while completion of the construction, inspection and payment shall be made not later than June 30, 2022. On the other hand, appropriation for MOOE and other capital outlay items shall be likewise be valid for obligation until December 31, 2021 while the delivery, inspection and payment or disbursement shall be made not later than March 31, 2022.</p> <p>Thus, all Supplier/Contractor/Consultant’s procurement contracts must be awarded and obligated by end December 31, 2021 while complete delivery, inspection, acceptance and payment for goods and consulting services shall be completed and paid by March 31, 2022 while infrastructure projects by June 30, 2022. Therefore, request(s) for payment with complete documents shall be made in writing not later than (NLT) than the dates indicated above accompanied by an invoice describing, as appropriate, the Goods delivered and/or Services performed or Works done, with the documents submitted pursuant to the SCC provision and upon fulfillment of other obligations stipulated in the conditions for the procurement and in the Contract.</p> <p>In case the goods awarded require FDA testing and delivery or the Schedule of Requirements as indicated in Section VI will spill over the following year, the latest delivery is April 15th and April 30th for those not requiring FDA testing. This is to ensure that there is sufficient or ample time to complete all the requirements for the processing of payment.</p> <p>Proposed Terms of Payment by Major Outputs:</p> <p>For and in consideration of the full and satisfactory execution and performance by the SERVICE PROVIDER of the obligations under Agreement, the DOH shall pay the SERVICE PROVIDER inclusive of taxes, subject to the usual accounting and auditing rules and regulations, payable in the following manner:</p> <table data-bbox="405 1937 1477 2074"> <tr> <td data-bbox="405 1937 574 2011">5% (1st payment)</td> <td data-bbox="628 1937 1458 2011">Upon receipt of Notice to Proceed, submission of inception report, and approval of plan for the printing and publication</td> </tr> <tr> <td data-bbox="443 2042 517 2074">35 %</td> <td data-bbox="636 2042 1477 2074">Upon the printing and publication of Week 1, Week 2 and Week 3</td> </tr> </table>	5% (1st payment)	Upon receipt of Notice to Proceed, submission of inception report, and approval of plan for the printing and publication	35 %	Upon the printing and publication of Week 1, Week 2 and Week 3
5% (1st payment)	Upon receipt of Notice to Proceed, submission of inception report, and approval of plan for the printing and publication				
35 %	Upon the printing and publication of Week 1, Week 2 and Week 3				

(2nd payment)	strictly following schedule of implementation and technical specifications
35 % (3rd payment)	Upon the printing and publication of Week 4, Week 5 and Week 6 strictly following schedule of implementation and technical specifications
25 % (4th payment)	Upon the printing and publication of Week 7 and Week 8 strictly following schedule of implementation and technical specifications and upon submission of the following: 2 hard copies of financial and summary report and soft copy of financial and summary report stored in OTG
Note: Service Provider shall shoulder payments before publication and/or posting of DOH Priority Programs and Advisories.	

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

Lot No.	Description	Qty/ Unit	Total ABC for the Lot (PhP)	Project Sites	Project Duration
1	Hiring of a Media Agency for the Print Publication of DOH Priority Programs and Advisories in Leading National Newspapers and Tabloids CY 2021	1 Lot	10,000,000.00	Metro Manila	The duration of engagement should be until December 31, 2021 from receipt of approved Notice to Proceed (NTP).

Signature over Printed Name
[date of signing]

In the capacity of:
Duly authorized to sign bid for and on behalf of:

[title or other appropriate designation]
[Name of Company]
[Complete office address]
[Contact No.]
[Fax No.]
[Email Address]

***Please include the attached Terms of Reference with signature of the authorized representative as part of the submission of the bid proposal.**

TERMS OF REFERENCE

I. Background and Rationale:

The Department of Health (DOH) has been creating communication materials such as health advisories and print ads to inform the public on how to protect themselves and their family against COVID-19 and other diseases. Another objective is to widely disseminate other health messages in order to increase awareness of the DOH priority programs and activities. These DOH messages should be disseminated not only across official DOH channels but also nationwide. Hence, there is a need of using other supplementary platforms like print advertisements to reach Filipinos in all parts of the country.

Therefore, under this Terms of Reference, the DOH seeks to hire an experienced and reliable advertising agency that will manage and handle the publication of DOH advertisements and advisories in selected and leading newspapers and tabloids in the country.

II. Objectives

To increase the public’s awareness on the preventive and protective behaviors against COVID-19 and other DOH priority programs.

III. Scope of Work

IV. Deliverables

a. Submit Inception Report with detailed plan and timeline	Inception Report with detailed plan and timeline
b. Submit a comprehensive report assessing the circulation of selected newspapers and tabloids.	Assessment and analysis report on the reach of newspapers and tabloids respectively.
c. Develop a comprehensive publication plan and implementation strategies	Comprehensive and implementable publication plan
d. Secure space according to technical specifications for publication of DOH advisories and priority programs in selected newspapers and tabloids	Secure space for print ad placements in accordance with technical specifications and timelines (<i>Please see attached Annex A for color, size, frequency</i>)
e. Transact with selected publishing companies for the printing and posting of DOH priority programs and advisories.	At least five (5) complementary copies each of tabloids and newspapers per day.
f. Coordinate and negotiate with publishing outfit for rates, bonuses and other media values like publication of press releases, editorial, event coverage with final approval from DOH	Documentation with media outfits on the added media values and other
g. Coordinate with DOH for all approved materials to be used for print advertisement.	Documentation of approved print ads.

<p>h. Submit financial documentation and summary written report for each tabloid and newspaper in hard and soft copies.</p>	<p>Submit the following written reports:</p> <ul style="list-style-type: none"> -2 hard copies of financial documentation for each tabloid and newspaper. -soft copies of summary reports including assessment of the newspapers and tabloids circulation stored in OTG.
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V. Duration of Engagement, Timeline

The duration of engagement should be until December 31, 2021 after the Notice to Proceed has been issued to the Service Provider.

VI. Project Site : Metro Manila, Philippines

VII. IMPLEMENTING ARRANGEMENT

A. Contact Persons:

BEVERLY LORRAINE C. HO, MD, MPH

Director IV
 Health Promotion and Communication Service
 Department of Health, Sta. Cruz, Manila ☐
 Tel. No. 651-7800 local 2823

DOMINIC A. MADDUMBA, MD, MPM

OIC-Chief, Campaign Strategy and Management Division
 Health Promotion and Communication Service
 Department of Health, Sta. Cruz, Manila
 Tel. No. 651-7800 local 2827

B. Project Management/Contract Administration Arrangement

The Director of HPB will manage the contract and will be assisted by Dr. Dominic Maddumba and Ms. Jennifer Santos.

III. Qualification of Service Provider (SP)

Type: Firm

a. Experiences:

1. A full media planning and print advertisement placement agency with at least three (3) years' experience in managing print and publication of print advertisement with required personnel and staff.
2. An agency that has undertaken similar publications in the past three (3) years.

b. Qualifications:

CRITERIA	KEY EXPERTS		
	Managing Supervisor	Account Director	Account Manager
Education	Any college degree holder	Any college degree holder	Any college degree holder
Expertise /Skills, Competencies	Capable of managing large scale of print advertisements	Capable of ensuring that the implementation of printing and publication of DOH priority programs and advisories is on time, within budget and in compliance with the technical specifications	Capable of fostering client relationships, handle client communications & communicate client agendas to all selected publication outfits.
Minimum type & number of years of work experience	3 years	3 years	3 years

IX. Roles and Responsibilities of DOH

1. Provide directions.
2. Review circulation report coverage of tabloids and broadsheets.
3. Provide approved creative materials of DOH programs and advisories for publication.

X. Roles and Responsibilities of Service Provider

1. Shall handle all print ad placements for the DOH priority programs and advisories in selected newspapers and tabloids according to schedule.
2. Shall provide the end-user with at least (5) complementary copies for every publication of newspaper and tabloid.
3. Submission of summary report or print advertisement for (8) weeks.

XI. Approved Budget of Contract and Source of Funding

Ten Million Pesos (P10,000,000.00) inclusive of government tax charged to Health Promotion and Communication Service funds CY 2021.

XII. Proposed Terms of Payment by Major Outputs

For and in consideration of the full and satisfactory execution and performance by the SERVICE PROVIDER of the obligations under Agreement, the DOH shall pay the SERVICE PROVIDER inclusive of taxes, subject to the usual accounting and auditing rules and regulations, payable in the following manner:

5% (1st payment)	Upon receipt of Notice to Proceed, submission of inception report, and approval of plan for the printing and publication
35 % (2nd payment)	Upon the printing and publication of Week 1, Week 2 and Week 3 strictly following schedule of implementation and technical specifications
35 % (3rd payment)	Upon the printing and publication of Week 4, Week 5 and Week 6 strictly following schedule of implementation and technical specifications
25 % (4th payment)	Upon the printing and publication of Week 7 and Week 8 strictly following schedule of implementation and technical specifications and upon submission of the following: 2 hard copies of financial and summary report and soft copy of financial and summary report stored in OTG

Note: Service Provider shall shoulder payments before publication and/or posting of DOH Priority Programs and Advisories.

XIII. Ownership and Copyright

1. All outputs of the project remain properties of the DOH. The SERVICE PROVIDER shall deliver all outputs to the DOH, together with a detailed inventory thereof, not later than upon termination or expiration of the Contract. The SERVICE PROVIDER may retain a copy of outputs but use thereof is subject to the approval of DOH.
2. Copyright. The Property Rights in all proprietary documentations shall remain vested in DOH.

Section VII. Technical Specifications

Technical Specifications

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

Signature over Printed Name

[date of signing]

In the capacity of:

Duly authorized to sign bid for and on behalf of:

[title or other appropriate designation]

[Name of Company]

[Complete office address]

[Contact No.]

[Fax No.]

[Email Address]

Technical Specifications

Republic of the Philippines
Department of Health

TECHNICAL SPECIFICATIONS

Lot No. 1	Hiring of a Media Agency for the Print Publication of DOH Priority Programs and Advisories in Leading National Newspapers and Tabloids CY 2021	Qty./Unit	1 lot
ABC: PhP10,000,000.00			
PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE	
I. General Requirements:			
The prospective bidder must submit and render the following services:			
a) Submit Inception Report with detailed plan and timeline			
b) Submit a comprehensive report assessing the circulation of selected newspapers and tabloids.			
c) Develop a comprehensive publication plan and implementation strategies.			
d) Secure space according to technical specifications for publication of DOH advisories and priority programs in selected newspapers and tabloids			
e) Transact with selected publishing companies for the printing and posting of DOH priority programs and advisories.			
f) Coordinate and negotiate with publishing outfit for rates, bonuses and other media values like publication of press releases, editorial, event coverage with final approval from DOH			
g) Coordinate with DOH for all approved materials to be used for print advertisement.			
h) Submit financial documentation and summary written report for each tabloid and newspaper in hard and soft copies.			
A. ROLES AND RESPONSIBILITIES OF SERVICE PROVIDER			
1. Shall handle all print ad placements for the DOH priority programs and advisories in			

Republic of the Philippines
Department of Health

TECHNICAL SPECIFICATIONS

Lot No. 1	Hiring of a Media Agency for the Print Publication of DOH Priority Programs and Advisories in Leading National Newspapers and Tabloids CY 2021	Qty./Unit	1 lot
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ABC: PhP10,000,000.00

PURCHASER'S SPECIFICATION	STATEMENT OF COMPLIANCE
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<p>selected newspapers and tabloids according to schedule.</p> <ol style="list-style-type: none"> 2. Shall provide the end-user with at least (5) complementary copies for every publication of newspaper and tabloid. 3. Submission of summary report of print advertisement for (8) weeks. 	
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B. QUALIFICATIONS OF SERVICE PROVIDER

Type: Firm

1. Experiences:
 - a. A full media planning and print advertisement placement agency with at least three (3) years' experience in managing print and publication of print advertisement with required personnel and staff.
 - b. An agency that has undertaken similar publication in the past three (3) years.
2. Qualifications:

Criteria	Key Staff		
	Managing Supervisor	Account Director)	Account Manager
Education	Any college degree holder	Any college degree holder	Any college degree holder
Expertise /Skills, Competencies	Capable of managing large scale of print advertisements	Capable of ensuring that the implementation of printing and publication of DOH priority programs and advisories is on time, within budget and in	Capable of fostering client relationships, handle client communications & communi

Republic of the Philippines
Department of Health

TECHNICAL SPECIFICATIONS

Lot No. 1	Hiring of a Media Agency for the Print Publication of DOH Priority Programs and Advisories in Leading National Newspapers and Tabloids CY 2021	Qty./Unit	1 lot
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ABC: PhP10,000,000.00

PURCHASER'S SPECIFICATION	STATEMENT OF COMPLIANCE
----------------------------------	--------------------------------

		compliance with the technical specifications	cate client agendas to all selected publication outfits	
Minimum type & number of years of work experience	3 years	3 years	3 years	

II. Additional Requirements to be attached with this form arranged, numbered and tabbed as enumerated below:

1. Company profile, that shows that the company/firm is a full media planning and advertisement placement agency with at least three (3) years' experience in managing print and publication of print advertisement with required personnel and staff;
2. Curriculum Vitae of proposed staff to be assigned;
3. Sworn Statement using the prescribed form.

Signature over Printed Name
[date of signing]

In the capacity of:

Duly authorized to sign bid for and on behalf of:

- [title or other appropriate designation]*
- [Name of Company]*
- [Complete office address]*
- [Contact No.]*
- [Fax No.]*
- [Email Address]*

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

Checklist of Technical and Financial Documents Arranged numbered and tabbed as it appears below:

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and
- (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas (together with corresponding copy of receipt(s) of payments of the said permit);

In consideration of the limited access to financial institutions, regulatory and other offices, as well as the implementation of government restrictions on transport and travel, Acceptability of the recently expired Mayor’s or Business permits and the Official Receipt as proof that the Bidder has applied and paid for the renewal of the permit ; Provided that, the current and valid Mayor’s or Business Permit as renewed, will be submitted by the bidder with the LCRB after the award of contract but before payment (GPPB Circular 09-2020)

- and**
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (f) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (g) 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**

- (h) Conformity with the Technical Specifications, Schedule of Requirements and Terms of Reference which may include production/delivery schedule, manpower requirements, and/or after- sales/parts, if applicable; **and**
- (i) Original duly signed Omnibus Sworn Statement (OSS);
- (j) **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

- (j) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (k) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class “B” Documents

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

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

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

II. FINANCIAL COMPONENT ENVELOPE

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

I. ADDITIONAL DOCUMENTARY REQUIREMENTS TO BE ATTACHED IN THE TECHNICAL SPECIFICATIONS FORM:

- (a) Company Profile, that shows that the company/firm is a full media planning and advertisement placement agency with at least three (3) years’ experience in managing print and publication of print advertisement with required personnel and staff;

- (b) Curriculum Vitae of proposed staff to be assigned;
- (c) Sworn Statement using the prescribed form.

Note:

- 1) Please refer to <https://doh.gov.ph/sites/default/files/basic-page/COBAC-Sample-Forms.pdf> for the following requirements:
 - a) Sworn Statement;
 - b) Computation of NFCC;
 - c) Manufacturer's Authorization;
 - d) Secretary's Certificate;
 - e) Special Power of Attorney;
 - f) Statement of Ongoing Contracts; and
 - g) Statement of SLCC.

- 2) For the following requirements, please refer to **GPPB Resolution No. 16-2020**:
 - a) Bid Form;
 - b) Price Schedule;
 - c) Bid Securing Declaration; and
 - d) Omnibus Sworn Statement

