

PHILIPPINE BIDDING DOCUMENTS

**Procurement of a Service Provider for the
Printing/Production of 2021 DOT
Accreditation Stickers for Tourist Transport
Vehicles, Tourism Enterprises and Other
Tourism-Related Enterprises
and 2021 DOT Accreditation Certificates**

Project Identification Number: DOT-BAC IB 2021-010

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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 THE *Procurement of a Service Provider for the Printing/Production of 2021 DOT Accreditation Stickers for Tourist Transport Vehicles, Tourism Enterprises and Other Tourism-Related Enterprises and 2021 DOT Accreditation Certificates*

1. The *Department of Tourism (DOT)*, through the *General Appropriations Act 2021* intends to apply the following sum, inclusive of applicable taxes, being the ABC to payments under the contract for “*Procurement of a Service Provider for the Printing/Production of 2021 DOT Accreditation Stickers for Tourist Transport Vehicles, Tourism Enterprises and Other Tourism-Related Enterprises and 2021 DOT Accreditation Certificates*” (Project Identification No. DOT-BAC IB 2021-010):

Lot No.	ITEMS	Approved Budget for the Contract (ABC) per Lot:
1	2021 DOT Accreditation Stickers for Tourist Transport Vehicles, Tourism Enterprises and Other Tourism-Related Enterprises	PhP2,456,015.00
2	2021 DOT Accreditation Certificates	PhP1,267,250.00

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

2. The *DOT* now invites bids for the above Procurement Project. Delivery of the Goods is required by *Twenty-Five (25) working days after approval of the actual sample*. Bidders should have completed, within *three (3) 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 the DBM-Bids and Awards Committee (BAC) Secretariat through the contact details given below and inspect the

Bidding Documents as posted on the websites of the DBM and the Philippine Government Electronic Procurement System (PhilGEPS).

5. A complete set of Bidding Documents may be acquired by interested Bidders on **September 06, 2021 to September 27, 2021 (8:00 a.m. to 5:00 p.m.) and September 28, 2021 (up to 9:00 a.m. only)** from the address 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 PhP5,000.00 in accordance with the following schedule:**

Lot No.	ITEMS	Approved Budget for the Contract (ABC) per Lot:	Bidding Documents Fee
1	2021 DOT Accreditation Stickers for Tourist Transport Vehicles, Tourism Enterprises and Other Tourism-Related Enterprises	PhP2,456,015.00	PhP2,500.00
2	2021 DOT Accreditation Certificates	PhP1,267,250.00	PhP2,500.00

Or deposited to:

Account Name	Department of Tourism-Regular Trust
Account Number	00-0-05002-407-4
Beneficiary's Bank	Development Bank of the Philippines (DBP)
Bank Branch	F. Zobel Branch
Address	809 J.P Rizal corner F. Zobel St., Makati City, Philippines

(Note: Please send a copy of the Transaction report or any proof of payment at the email address moalmazan@tourism.gov.ph)

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of DOT, provided that bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.

6. The **DOT** will hold a virtual Pre-Bid Conference on **September 15, 2021 at 11:00 a.m.** using the Google Meet platform. The prospective bidders are advised to send their email address to the DOT-BAC Secretariat official email at dot.bac@tourism.gov.ph/jpvillamin@tourism.gov.ph not later than 5:00 p.m on **September 14, 2021.**
7. Bids must be duly received by the BAC Secretariat through manual submission **on or before September 28, 2021 at 9:00 a.m. only** at the office address indicated below. 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 **September 28, 2021 at 10:00 a.m.** at the given address below

The Opening of Bids will be conducted through video conference using the Google Meet platform on September 28, 2021 at 10:00 a.m.

Prospective bidders who are interested in joining the opening of bids must send the following details to the BAC Secretariat via e-mail at dot.bac@tourism.gov.ph not later than 5:00 p.m. of September 27, 2021.

- *Name of Representative(s) - Maximum of two (2)*
- *Company Name:*
- *Email Address:*
- *Contact No.*

10. All documents shall be current and updated and any missing document in the checklist is a ground for outright rejection of the bid. Bidder shall submit **one (1) original** and **five (5) photocopies** of the first and second components of its bid in sealed envelope.

To facilitate the evaluation of the bids, bidders are advised to follow the arrangement in the checklist when placed in an Envelope, with documents bounded, tabbed and labeled accordingly.

11. The **DOT** 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 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

Mr. GODOFREDO R. MALDONADO, JR.
Head, DOT-BAC Secretariat
Procurement Management Division
4th Floor, DOT Bldg.
351 Sen. Gil Puyat Ave., Makati City
Telephone Nos. 8459-5200 to 30 Loc. 425
Email Address: grmaldonado@tourism.gov.ph
Facsimile No.: 8459-5200 to 30 Loc. 425
Website Address: www.tourism.gov.ph

13. You may visit the following websites:

For downloading of Bidding Documents: www.tourism.gov.ph /www.philgeps.gov.ph

(Original Signed)
OIC-USEC. REYNALDO L. CHING
DOT-BAC Chairperson 

September 06, 2021

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *Department of Tourism*, wishes to receive Bids for the *“Procurement of a Service Provider for the Printing/Production of 2021 DOT Accreditation Stickers for Tourist Transport Vehicles, Tourism Enterprises and Other Tourism-Related Enterprises and 2021 DOT Accreditation Certificates”* with Project Identification Number *DOT-BAC IB 2021-010*.

The Procurement Project (referred to herein as “Project”) is composed of *two (2) 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 2021:

For Lot No. 1 - Two Million Four Hundred Fifty-Six Thousand Fifteen Philippine Pesos (PhP2,456,015.00)

For Lot No. 2 - One Million Two Hundred Sixty-Seven Thousand Two Hundred Fifty Philippine Pesos (PhP1,267,250.00)

2.2. The source of funding is the FY 2021 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 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 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 subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a virtual pre-bid conference for this Project on *September 15, 2021 at 11:00 a.m.* using the Google Meet platform 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. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

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

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

13. Bid and Payment Currencies

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

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until **January 25, 2022**. 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

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

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

19. Detailed Evaluation and Comparison of Bids

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

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

- 19.4. The Project shall be awarded as follows:

One Project having several items 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

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause															
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. <i>Printing and/or production of stickers and certificates with security features.</i></p> <p>b. completed within <i>three (3) years</i> prior to the deadline for the submission and receipt of bids.</p>														
7.1	<i>Subcontracting is not allowed.</i>														
12	<i>Price of Goods shall be DDP. All costs at the account of the supplier until final delivery to the end-user and acceptance.</i>														
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 2% of the ABC if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit as follows:</p> <p style="padding-left: 40px;">For Lot No. 1: PhP49,120.30 For Lot No. 2: PhP25,345.00</p> <p style="text-align: center;">Or</p> <p>b. The amount of not less than 5% of the ABC, if bid security is in Surety Bond, as follows:</p> <p style="padding-left: 40px;">For Lot No. 1: PhP122,800.75 For Lot No. 2: PhP63,362.50</p>														
19.3	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Lot No.</th> <th style="text-align: center;">ITEMS</th> <th style="text-align: center;">Approved Budget for the Contract (ABC) per Lot:</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>2021 DOT Accreditation Stickers for Tourist Transport Vehicles, Tourism Enterprises and Other Tourism-Related Enterprises</td> <td style="text-align: center;">PhP2,456,015.00</td> </tr> <tr> <td style="text-align: center;">2</td> <td>2021 DOT Accreditation Certificates</td> <td style="text-align: center;">PhP1,267,250.00</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Lot No.	ITEMS	Approved Budget for the Contract (ABC) per Lot:	1	2021 DOT Accreditation Stickers for Tourist Transport Vehicles, Tourism Enterprises and Other Tourism-Related Enterprises	PhP2,456,015.00	2	2021 DOT Accreditation Certificates	PhP1,267,250.00			
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20	<i>The Lowest Calculated Bidder (LCB) should submit actual samples of the goods offered during the Post-Qualification to be evaluated and tested by the BAC. It must be similar or compliant with the Technical Specifications declared by the LCB.</i>														
21	<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 IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>“The delivery terms applicable to this Contract are delivered <i>at the 351 Gil Puyat Avenue, The New DOT Bldg., Makati City</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 are: JC JAN O. CUETO / SHARLEMAGNE S. VALDEZ Project Officers Email: otsr.standards@gmail.com</p>
	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight</p>

	<p>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>Transportation or delivery of the goods to the identified delivery, , 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>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<i>Partial payment is not allowed.</i>
4	<i>The inspection, tests, if applicable, and final acceptance are conducted by the Project Officer.</i>

Section VI. Schedule of Requirements

Schedule of Requirements

Printing/Production of 2021 DOT Accreditation Stickers for Tourist Transport Vehicles, Tourism Enterprises and Other Tourism-Related Enterprises

LOT No. 1: 2021 DOT Accreditation Stickers for Tourist Transport Vehicles, Tourism Enterprises and Other Tourism-related Enterprises (25,842 pieces)

A. Stickers for Tourist Transport Vehicles (Grand Total: 14,542 pieces)

A.1 TOURIST VEHICLES REQUIREMENT

TYPE OF VEHICLE	TYPE OF STICKER	SIZE	QTY.
CAR/VAN	Front Sticker	5.5 in (length) x 4.0 in (width)	4,050
	Back Sticker	7.0 in (length) x 5.0 in (width)	4,050
MINIBUS/ BUS	Front Sticker	8.0 in (length) x 5.5 in (width)	821
	Back Sticker	9.5 in (length) x 7.0 (width)	821
SUB-TOTAL			9,742

A.2 SERVICE VEHICLES REQUIREMENT

TYPE OF VEHICLE	TYPE OF STICKER	SIZE	QTY.
CAR/VAN	Front Sticker	5.5 in (length) x 4.0 in (width)	2,100
	Back Sticker	7.0 in (length) x 5.0 in (width)	2,100
SUB-TOTAL			4,200

A.3 TOURIST WATER REQUIREMENT

TYPE OF VEHICLE	SIZE	QTY.
WATER VESSEL	8.0 in (length) x 5.5 in (width)	120
MOTORIZED BOAT/ BANCA	8.0 in (length) x 5.5 in (width)	480
SUB-TOTAL		600

- For Packaging/Repacking, see attached 2021 Target Number of Transport Stickers for the Regional Quantity

**B. Stickers for Tourism Enterprises and Other Tourism-related Enterprises
(Grand Total: 11,300 pieces)**

B.1 ACCOMMODATION ESTABLISHMENTS

ENTITY TYPE	QTY./PCS.
TOURISM ENTERPRISES	
ACCOMMODATION ESTABLISHMENTS	
HOTEL	970
RESORT	623
APARTMENT HOTEL	100
MABUHAY ACCOMMODATION	3,100
HOMESTAY	450
ECOLOGDE	30
SUB-TOTAL	5,273

B.2 TRAVEL AND TOUR SERVICES/AGENCY

ENTITY TYPE	QTY./PCS.
TRAVEL AND TOURS SERVICES	
TRAVEL AND TOUR AGENCY	1,555
TRAVEL AGENCY	370
TOUR OPERATOR	265
ONLINE TRAVEL AND TOUR AGENCY	72
TOURIST AIR TRANSPORT OPERATOR	5
TOURIST WATER TRANSPORT OPERATOR	145
SUB-TOTAL	2,412

B.3. OTHER PRIMARY TOURISM ENTERPRISES, HEALTH AND WELLNESS FACILITIES, AND TOURISM-RELATED ENTERPRISES

ENTITY TYPE	QTY./PCS.
OTHER PRIMARY TOURISM ENTERPRISES	
MICE VENUE	66
MICE ORGANIZER	55
HEALTH AND WELLNESS FACILITIES	
AMBULATORY CLINIC	60
SPA	142

ENTITY TYPE	QTY./PCS.
TERTIARY HOSPITAL	23
TOURISM-RELATED ENTERPRISES	
FARM TOURISM CAMP	355
RESTAURANT	881
TOURISM TRAINING CENTER	97
SURFING CAMP	1,000
SUB-TOTAL	2,679

B.4. OTHER TOURISM RELATED ENTERPRISES (GENERIC)

STICKERS FOR OTHER TOURISM RELATED ENTERPRISES (GENERIC)	QTY
ADVENTURE AND ECOTOURISM FACILITY, DEPARTMENT STORE, GALLERY, MUSEUM, MEDICAL CONCIERGE, REST AREA, SHOOTING RANGE SPECIALTY SHOP, SPORTS AND RECREATIONAL CLUB/CENTER, TOURISM RECREATION CENTER, TOURISM ENTERTAINMENT COMPLEX, ZOO	936

- For Packaging/Repacking, see attached 2021 Target Number of Transport Stickers for the Regional Quantity (Annex E)

LOT No. 2: 2021 DOT Accreditation Certificates (12,526 pieces)

TYPE OF ESTABLISHMENT	QTY
A. Accreditation Certificates for Star-Rated Hotels, Resorts and Apartment Hotels	586
B. Accreditation Certificate for Tourism Enterprises and Frontliners	11,940

TIMEFRAME: (Applicable for Both Lot Nos. 1 and 2)

Activity	Time Frame
Submission of Actual Sample	Within Two (2) Weeks after Receipt of Notice to Proceed
Approval of Actual Sample before Mass Production	Within Two (2) Weeks after Receipt of Actual Sample
Delivery Period	Within Twenty-Five (25) working days after approved Actual Sample.

The project site is at DOT, Makati City

*More detailed service requirements and technical specifications are found under **Section VII. Technical Specifications.** *

Conforme:

Name of Bidder's/Representative

Signature/Date

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>
<p>Lot No. 1</p>	<p>2021 DOT Accreditation Stickers for Tourist Transport Vehicles, Tourism Enterprises and Other Tourism-related Enterprises (25,842 pieces)</p> <p>I. Minimum Requirement for Suppliers -</p> <p>Submission of the following:</p> <ol style="list-style-type: none"> 1. Has been in the printing business for not less than 3 years; 2. Has the capability to repack the stickers per requested quantity (see attachments); 	

Item	Specification	Statement of Compliance
	<p>3. Has the capability to deliver the stickers at the DOT Makati Office;</p> <p>4. Submission of sample materials and color palette to be used;</p> <p>5. Submission of a sample sticker from other or previous projects;</p> <p>6. Submission of a matrix containing the unit cost per Stickers (see attached template);</p> <p>7. Must be willing to provide services on send bill arrangement.</p> <p>II. Specifications</p> <p>A. Stickers for Tourist Transport Vehicles:</p> <p>1. Reflectorized DOT Accreditation Sticker (See attached layout as Annex A and B);</p> <p>2. 3D/5D Tamper-Proof Security Hologram Sticker with protective overlay; (See attached layout as C-2);</p> <p>3. High Quality Reflective Sticker;</p> <p>4. Waterproof, Scratch-free, Heat Sensitive;</p> <p>5. Inclusion of words “ISO 9001:2015”;</p> <p>6. Full Colour;</p> <p>7. Writable and Non-Erasable portion in the sticker as shown in the attached layout;</p>	

Item	Specification	Statement of Compliance
	<p>8. Two (2) years Outdoor Durability (Provide Material Certification for Durability)</p> <p>*Refer to Section VI: Schedule of Requirements for the specific sizes and quantity for each sticker type.</p> <p><i>B. Stickers for Tourism Enterprises and Other Tourism-related Enterprises (Grand Total: 11,300 pieces:</i></p> <p>1. Reflectorized DOT Accreditation Sticker (See attached layout as Annex C and D);</p> <p>2. 3D/5D Tamper-Proof Security Hologram Sticker with protective overlay (See attached layout as C-2);</p> <p>3. High Quality Reflective Sticker</p> <p>4. Waterproof, Scratch-free, Heat Sensitive;</p> <p>5. Inclusion of words “ISO 9001:2015”;</p> <p>6. Full Colour;</p> <p>7. Writable and Non-Erasable portion in the sticker as shown in the attached layout; and</p> <p>8. Two (2) years Outdoor Durability (Provide Material Certification for Durability)</p> <p>9. Size: 8.0 in (length x 5.5 in (width)</p> <p>*Refer to Section VI: Schedule of Requirements for the specific quantity for each sticker type.</p>	

Item	Specification	Statement of Compliance
	<p>III. Packaging and Delivery</p> <ul style="list-style-type: none"> • Accreditation Stickers must be packaged by its Region and Sticker Type and be labeled properly (Region, Sticker Type and Quantity) (See Annex E) • The Delivery Address for all the Accreditation Stickers will be at the New DOT Building, 351 Sen. Gil Puyat Avenue, Makati City 1200 <p>IV. Compliance to Specifications/Provisions</p> <ul style="list-style-type: none"> • Non-submission of required materials to be used in the sticker and samples from the previous clients/companies shall be ground for disqualification of bid. • The WINNING BIDDER, however, shall be determined not solely based on the amount of bid but shall also consider the over-all compliance with the design and quality of the submitted sample of DOT Accreditation Stickers. • The WINNING BIDDER shall warrant its performance in accordance with the specifications as stated in this TOR, and design/concepts as approved by the DOT-END USER and that any and all resulting defects or deviations shall be corrected by the WINNING BIDDER at its own expense immediately upon being informed thereof by the DOT-END USER. 	

Item	Specification	Statement of Compliance
	<ul style="list-style-type: none"> • The WINNING BIDDER shall keep in confidence all confidential information provided by the end-user and shall not use, reproduce, nor disclose to others the approved 2021 DOT Accreditation Stickers design, layout, etc. except to those persons entrusted/authorized by the DOT-END USER. • The WINNING BIDDER shall need to provide a warranty or replacement for any delivered defective stickers that have not complied with the given specifications such as for the stated outdoor durability. 	
<p>Lot No. 2</p>	<p>2021 DOT Accreditation Certificates (12,526 pieces)</p> <p>I. Minimum Requirement for Suppliers</p> <p><i>Submission of the following:</i></p> <ol style="list-style-type: none"> 1. Has the capability to repack the stickers per requested quantity (see attachments); 2. Has the capability to deliver the stickers at the DOT Makati Office; 3. Submission of sample materials and color palette to be used; 4. Submission of a sample sticker from other or previous projects; 5. Submission of a matrix containing the unit cost per Stickers (see attached template) <ul style="list-style-type: none"> • Star-rated Certificate • Regular Certificate 6. Must be willing to provide services on send bill arrangement. 	

	<p>II. Technical Specifications:</p> <ul style="list-style-type: none"> • Size: 8.5”x 11” • Orientation: Landscape • Paper: Official Document Specialty Security Paper (inkjet compatible) (Red Ribbon Authentication Certificate of DFA as reference; Please see attached Annex A: • GSM: Range of 150-170 gsm (or may change depends on the thickness of the certificate of DFA as reference) • Background: Wave (that forms like a shell) • Background Color: Ivory/Cream • Border: Guilloche Border (winning bidder shall request for approval of layout to be used) • Border Color: Blue/Light Blue • Security Features: (Please see attached samples as reference) <ul style="list-style-type: none"> • Fluorescent UV Ink: Department of Tourism Logo (Invisible images are visible when viewed under black light) • Hidden Message “Pantograph” Technology – Text: OFFICIAL COPY (appear on copy when document is photocopied or scanned) • Coin Activated Security Back Print: Text: OFFICIAL DOCUMENT (The Official Document words are hidden in a border on the back of the sheet) • 3D/5D Tamper-proof Security Hologram Sticker 	
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Item	Specification	Statement of Compliance
	<p>with protective overlay (Please see attached as Annex B)</p> <p><i>III. Certificate to follow the following specifications: (As stated in the attached Annex C, D, and E)</i></p> <p>A. Accreditation Certificates for Star-Rated Hotels, Resorts, and Apartment Hotels (Please find attached Breakdown)</p> <p>Total Quantity: 586 pcs</p> <p>Front:</p> <ul style="list-style-type: none"> • Tourism Quality Seal Logo (Size 1 x 1) – embossed and full colour • Star Rating Icon/Image – Gold Stamping and Embossed (1 start to 5 start classification) • Department of Tourism Logo – Fluorescent UV Ink • ISO 9001-2015 • OFFICIAL COPY – Hidden Message Technology • WARNING: UNAUTHORIZED TRANSFER AND/OR REPRODUCTION OF THIS CERTIFICATE IS PUNISHABLE BY LAW <p>Back:</p> <ul style="list-style-type: none"> • OFFICIAL DOCUMENT – Coin Activated Security Back 	

Item	Specification	Statement of Compliance														
	<p data-bbox="472 264 794 331">Print (Hidden in a border on the back of the sheet)</p> <table border="1" data-bbox="331 369 785 734"> <thead> <tr> <th data-bbox="331 369 663 436">STAR RATING CLASSIFICATIONS</th> <th data-bbox="663 369 785 436">QTY./ PCS.</th> </tr> </thead> <tbody> <tr> <td data-bbox="331 436 663 488">5 STAR</td> <td data-bbox="663 436 785 488">56</td> </tr> <tr> <td data-bbox="331 488 663 539">4 STAR</td> <td data-bbox="663 488 785 539">96</td> </tr> <tr> <td data-bbox="331 539 663 591">3 STAR</td> <td data-bbox="663 539 785 591">145</td> </tr> <tr> <td data-bbox="331 591 663 642">2 STAR</td> <td data-bbox="663 591 785 642">146</td> </tr> <tr> <td data-bbox="331 642 663 694">1 STAR</td> <td data-bbox="663 642 785 694">143</td> </tr> <tr> <td data-bbox="331 694 663 734">TOTAL</td> <td data-bbox="663 694 785 734">586</td> </tr> </tbody> </table> <p data-bbox="317 804 802 1028">Packaging: <i>To be submitted as a bundle per star rating to DOT Makati. Accreditation Certificates must be packaged by its Star Level and be labelled properly (Star Rating Level and Quantity)</i></p> <p data-bbox="365 1064 798 1205">B. Accreditation Certificates for Tourism Enterprises and Frontliners (Please find attached breakdown)</p> <p data-bbox="411 1245 778 1281">Total Quantity: 11,940 pcs</p> <p data-bbox="411 1323 504 1352">Front:</p> <ul data-bbox="416 1359 798 1939" style="list-style-type: none"> <li data-bbox="416 1359 798 1462">• Tourism Quality Seal Logo (Size 1x1) – Embossed and Full Colour <li data-bbox="416 1469 798 1572">• Department of Tourism Logo – Fluorescent UV Ink <li data-bbox="416 1579 654 1608">• ISO 9001-2015 <li data-bbox="416 1615 718 1718">• OFFICIAL COPY – Hidden Message Technology <li data-bbox="416 1724 798 1939">• WARNING: UNAUTHORIZED TRANSFER AND/OR REPRODUCTION OF THIS CERTIFICATE IS PUNISHABLE BY LAW 	STAR RATING CLASSIFICATIONS	QTY./ PCS.	5 STAR	56	4 STAR	96	3 STAR	145	2 STAR	146	1 STAR	143	TOTAL	586	
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	<ul style="list-style-type: none"> • Non-submission of required materials to be used in the certificate and sample from the previous clients/companies shall be ground for disqualification of bid. • The WINNING BIDDER, however, shall be determined not solely based on the amount of bid but shall also consider the over-all compliance with the design and quality of the submitted sample of DOT Accreditation Certificates. • The WINNING BIDDER shall warrant its performance in accordance with the specifications as stated in this TOR, and design/concepts as approved by the DOT-END USER and that any and all resulting defects or deviations shall be corrected by the WINNING BIDDER at its own expense immediately upon being informed thereof by the DOT-END USER. • The WINNING BIDDER shall keep in confidence all confidential information provided by the end-user and shall not use, reproduce, nor disclose to others the approved 2021 DOT Accreditation Certificate design, layout, etc. except to those persons entrusted/authorized by the DOT-END USER. • The WINNING BIDDER shall need to provide at least a one year warranty or replacement for any defective certificates that have not complied with the given specifications 	

*** NOTE: The prospective bidder should indicate the unit price per item in every Lot.**
Conforme:

Name of Bidder's/Representative

Signature

Date

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

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

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

Technical Documents

- (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 (Note: This statement shall be supported with end-user’s acceptance or official receipt(s) or sales invoice issued for the contract ;
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, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (i) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (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

- (l) 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

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

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

- (o) *[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.
- (p) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

