



**development academy of the philippines**

**BIDS & AWARDS COMMITTEE** (SO No.2025-145 DATED APRIL 7, 2025)

# **OFFICIAL BIDDING DOCUMENTS (OBD)**

**NOTE:** This OBD is compliant with the Philippine Bidding Documents (Goods)  
6<sup>th</sup> Edition as of July 2020 prepared by GPPB.

Some minor changes have been made to suit the requirements of the

**Development Academy of the Philippines (DAP)**

*as the Procuring Entity*

**for**

**“PROCUREMENT OF ONE (1) LOT OF PLANE TICKETS TO  
BERLIN, GERMANY FOR THE APPROPRIATIONS AND  
FINANCE EMERGING LEADERS TRACK OF CBILLS”**

**with Approved Budget for the Contract of PHP 3,555,000.00  
Invitation to Bid No.: IB25-416194-03**

DAP Bldg., San Miguel Avenue, Pasig City 1600

Telephone: (632) 8631 0921 loc. 133

website: <http://www.dap.edu.ph>

email address of BAC Secretariat: [dapbacsec@dap.edu.ph](mailto:dapbacsec@dap.edu.ph)

# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

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

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

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

## Table of Contents

Glossary of Acronyms, Terms, and Abbreviations.....	4
Section I. Invitation to Bid.....	7
Section II. Instructions to Bidders .....	10
1. Scope of Bid .....	10
2. Funding Information .....	10
3. Bidding Requirements .....	10
4. Corrupt, Fraudulent, Collusive, and Coercive Practices .....	11
5. Eligible Bidders .....	11
6. Origin of Goods .....	11
7. Subcontracts .....	11
8. Pre-Bid Conference .....	11
9. Clarification and Amendment of Bidding Documents .....	12
10. Documents comprising the Bid: Eligibility and Technical Components .....	12
11. Documents comprising the Bid: Financial Component .....	12
12. Bid Prices .....	12
13. Bid and Payment Currencies .....	13
14. Bid Security .....	13
15. Sealing and Marking of Bids .....	14
16. Deadline for Submission of Bids .....	14
17. Opening and Preliminary Examination of Bids .....	14
18. Domestic Preference .....	14
19. Detailed Evaluation and Comparison of Bids .....	14
20. Post-Qualification .....	15
21. Signing of the Contract .....	15
Section III. Bid Data Sheet .....	16
Section IV. General Conditions of Contract.....	20
1. Scope of Contract .....	20
2. Advance Payment and Terms of Payment .....	20
3. Performance Security .....	20
4. Review and Verification .....	20
5. Liability of the Supplier .....	21
Section V. Special Conditions of Contract .....	22
Section VI. Schedule of Requirements .....	24
Section VII. Technical Specifications.....	27
Section VIII. Checklist of Technical and Financial Documents.....	32
<b>SECTION IX. BIDDING FORMS.....</b>	<b>36</b>
<b>SECTION X. FILENAMES .....</b>	<b>58</b>

# ***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***



**development academy of the philippines**

BIDS & AWARDS COMMITTEE per SO#2025-145 dated April 7, 2025

## **INVITATION TO BID FOR**

### **“PROCUREMENT OF ONE (1) LOT OF PLANE TICKETS TO BERLIN, GERMANY FOR THE APPROPRIATIONS AND FINANCE EMERGING LEADERS TRACK OF CBILLS”**

1. The **Development Academy of the Philippines**, through the **General Appropriation Act (GAA) for FY2025** intends to apply the sum of **Three Million Five Hundred Fifty-Five Thousand Pesos (PHP 3,555,000.00)** being the ABC to payments under the contract for **“PROCUREMENT OF ONE (1) LOT OF PLANE TICKETS TO BERLIN, GERMANY FOR THE APPROPRIATIONS AND FINANCE EMERGING LEADERS TRACK OF CBILLS”** per **Invitation to Bid No.: IB25-416194-03**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Development Academy of the Philippines** now invites bids for the above Procurement Project. Delivery of the Goods is required by **Three (3) Calendar days after the receipt of the Notice to Proceed (NTP)**. Bidders should have completed, within the **last two (2) years prior** to 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. The Prospective Bidders may obtain further information from DAP and inspect the Bidding Documents at the DAP Pasig address or through email or contact details provided below during 9:00AM to 4:30PM (except holidays and weekends).
5. A complete printed set or electronic copy of Bidding Documents may be acquired by interested Bidders starting **April 16, 2025 (Wednesday)** to **May 07, 2025 (Wednesday)** from 9:00AM to 4:30PM, (except holidays and weekends), from the given address and website below, upon payment of the applicable fee for the Bidding

Documents, pursuant to the latest guidelines issued by the GPPB, in the amount of **THREE THOUSAND FIVE HUNDRED PESOS (PHP3,500.00)**. The DAP shall allow the bidder to present its proof of payment for the fees in person, or through electronic means.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System ([www.philgeps.gov.ph](http://www.philgeps.gov.ph)) and the website of the DAP ([www.dap.edu.ph](http://www.dap.edu.ph)). However, **only bidders who have paid the non-refundable applicable fee not later than the deadline for submission of bids shall qualify to participate and submit the bids.**

6. Interested bidders must make payment to:

Account Name:	Development Academy of the Philippines
Account Number:	0671-0105-40
Bank:	Landbank of the Philippines
Branch of Account:	Pasig Capitol Branch

7. A copy of proof of payment must be emailed to DAP's Finance Department at: [cashtreasury@dap.edu.ph](mailto:cashtreasury@dap.edu.ph) and copy furnish [dapbacsec@dap.edu.ph](mailto:dapbacsec@dap.edu.ph) for the issuance of Service Invoice (SI). The BAC Secretariat will provide assistance to the On-line Bidder for the creation of "**bidms account**" and dedicated site in the [bidms.dap.edu.ph](http://bidms.dap.edu.ph).
8. The DAP will hold a Pre-Bid Conference on **April 24, 2025, 10:00AM** via Online Platform which shall be opened to all interested Bidders upon formal request through the BAC Secretariat. Requests shall be coursed through email at [dapbacsec@dap.edu.ph](mailto:dapbacsec@dap.edu.ph).
9. In compliance with GPPB Resolutions Nos. 09-2020 and 12-2020, all Electronic-Bids must be duly received by the BAC Secretariat, through the designated [bidms.dap.edu.ph](http://bidms.dap.edu.ph) secured account on or before **May 09, 2025 (Friday)** and not later than **9:30AM**. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in the **ITB Clause 14. LATE BIDS SHALL NOT BE ACCEPTED.**
10. Bid opening shall be on **May 09, 2025 (Friday), 10:00 AM** via Online Platform. Electronic-bids will be opened in the presence of the bidders' authorized representative/s who are authorized to attend the proceedings, as evidenced by the **Bidders' Notarized Letter of Authorization (LOA)**. The **Authorized Representative** is a person who has been authorized by the company's owner, board, or management, and via a notarized document, to represent the company, to ask questions, answer questions, and make decisions on behalf of the company during the bid opening.
11. The **DAP** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time in accordance with the provisions of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

**RODEL D. CASTILLO**

**Officer-in-Charge, BAC Secretariat Division**

**Development Academy of the Philippines**

**1<sup>st</sup> Floor DAP Bldg., San Miguel Avenue, Pasig City 1600**

*Telephone No.* : (632) 8631-0921 loc. 133

*BAC Secretariat email* : [dapbacsec@dap.edu.ph](mailto:dapbacsec@dap.edu.ph)

*Website address* : <https://www.dap.edu.ph>

12. Interested bidders may visit the following websites:

**For downloading of Official Bidding Documents:** <https://www.dap.edu.ph/invitation-to-bid/>

**For online bid submission:** <http://bidms.dap.edu.ph/page/>

Issued this 15<sup>th</sup> day of April 2025.

*For the DAP Bids and Awards Committee:*



**JUNE ARVIN C. GUDOY**  
Chairperson, Bids and Awards Committee

>> Nothing Follows <<

## ***Section II. Instructions to Bidders***

### **1. Scope of Bid**

The Procuring Entity, **Development Academy of the Philippines** wishes to receive Bids for the “**One (1) Lot of Plane Tickets to Berlin, Germany for the Appropriations and Finance Emerging Leaders Track of CBILLS.**”

The Procurement Project (referred to herein as “Project”) is composed of **one (1) lot**, the details of which are described in Section VII (Technical Specifications).

### **2. Funding Information**

2.1. The GOP through the source of funding as indicated below for **FY 2025** in the amount of **Three Million Five Hundred Fifty-Five Thousand Pesos (PHP 3,555,000.00)**.

2.2. The source of funding is:

2.2.1. The GOP through the source of funding as indicated below for the year 2025 in the amount of **Three Million Five Hundred Fifty-Five Thousand Pesos (PHP 3,555,000.00)**.

2.2.2. The source of funding is: the **General Appropriation Act (GAA) for FY2025**.

### **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. Not applicable.
- 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 Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

#### **6. Origin of Goods**

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

#### **7. Subcontracts**

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

The Procuring Entity has prescribed that: **Subcontracting is not allowed**

#### **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time via Online Platform as indicated in paragraph 8 of the **ITB**.

## **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 **the last Two (2) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## **11. Documents comprising the Bid: Financial Component**

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

## **12. Bid Prices**

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

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

### **13. Bid and Payment Currencies**

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

### **14. Bid Security**

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until **120 Calendar Days from the date of submission of bids**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

---

<sup>1</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

## **15. Sealing and Marking of Bids**

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

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

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

## **16. Deadline for Submission of Bids**

16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 9 of the **ITB**.

## **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 Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of 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 14 shall be submitted for each lot or item separately.

- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as one Project having several items 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, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant, 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*

ITB Clause	
<p style="text-align: center;">5.3</p> <p>Eligible Bidders</p>	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> <li>a. Procurement of One (1) Lot of Plane Tickets to Berlin, Germany for the and Finance Emerging Leaders Track of CBILLS.</li> <li>b. The Bidder must have completed a single contract that is similar to this Project, equivalent to at least <b>fifty percent (50%)</b> of the ABC.</li> </ol>
<p style="text-align: center;">7.1</p> <p>Subcontracts</p>	<p>Subcontracting is not allowed.</p>
<p style="text-align: center;">10.1</p> <p>Documents comprising the Bid: Eligibility and Technical Components</p>	<p>Bidders shall submit the following:</p> <p><b><u>FOR ELIGIBILITY &amp; TECHNICAL DOCUMENTS:</u></b></p> <ol style="list-style-type: none"> <li>1. Valid <b>PhilGEPS Certificate of Registration</b> under <b><u>PLATINUM CATEGORY</u></b> with the <b>current, updated, and clear</b> copy of the documents as follows: <ul style="list-style-type: none"> <li>• Clear and readable Photocopy of Registration Certificate from The Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI), or Cooperative Development Authority (CDA), whichever is applicable;</li> <li>• Clear and readable Photocopy of valid Mayor's/Business Permit or its Equivalent Document;</li> <li>• Clear and readable Photocopy of Tax Clearance Certificate for FY2023 issued by the Bureau of Internal Revenue (BIR);</li> <li>• Clear and readable Photocopy of Audited Financial Statements for FY2023 stamped "<b>received</b>" by the BIR or its duly accredited and authorized institutions.</li> </ul> </li> <li>2. Statement of <b>ALL its ongoing government and private contracts</b>, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid. Submit accomplished <b>FORM 6: STATEMENT OF ALL ONGOING CONTRACTS INCLUDING AWARDED BUT NOT YET STARTED;</b></li> <li>3. Statement of its <b>Single Largest Completed Contract (SLCC)</b>, in accordance with BDS clause 5.3, similar to the contract to be bid and supported by a Certificate of Completion or Final Acceptance or any supporting documentary proof Final Acceptance of the project (e.g. Official Receipt or Sales Invoice) issued by the project owner. Submit accomplished <b>FORM 7: STATEMENT OF BIDDER'S SINGLE LARGEST</b></li> </ol>

	<p><b>COMPLETED CONTRACT (SLCC);</b></p> <p><b>4. Bid Security</b> in accordance with BDS Clause 14.1. Submit accomplished <b>FORM 3: BID SECURING DECLARATION;</b></p> <p><b>5. Technical Specifications</b> - Bidders must state on the statement of compliance column whether the Bidder will “<b>Comply</b>” or “<b>Not Comply</b>” with the stated requirements; Submit accomplished <b>FORM 10. TECHNICAL SPECIFICATIONS COMPLIANCE;</b></p> <p><b>6. Duly Notarized Omnibus Sworn Statement.</b> Submit accomplished <b>FORM 5: OMNIBUS SWORN STATEMENT;</b></p> <p><b>7. Audited Financial Statements (AFS)</b> for Fiscal Year (FY) 2023 stamped “<b>received</b>” by the BIR or its duly accredited and authorized institutions, or in accordance with the Revenue Memorandum Circular 51-2024 issued on April 8, 2024, prescribes the guidelines in the filing of Annual Income Tax Return (AITR) for FY2023 and payment of corresponding taxes due thereon on or before April 15, 2024, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission and signed by bidder’s Certified Public Accountant;</p> <p><b>8. NFCC computation of at least equal to the ABC in accordance with ITB Clause 5.4.</b> Submit accomplished FORM 8: NET FINANCIAL CONTRACTING CAPACITY (NFCC); and,</p> <p><b>9. Joint Venture Agreement (JVA),</b> if applicable. Submit requirements as required by Section 23.1 (b) for Goods. If not applicable, the bidder must indicate in writing that they will not be partaking in a Joint Venture for this project.;</p>
<p>11.1</p> <p>Documents comprising the Bid: Financial Component</p>	<p>Bidders shall submit the following:</p> <p><b><u>FINANCIAL DOCUMENTS:</u></b></p> <p><b>Financial Bid Form or “F01”</b> – duly signed and accomplished by the bidder. (Please refer to FORM 1: FINANCIAL BID FORM); and</p> <p><b>Price Schedule or “F02”</b> – duly signed and accomplished by the bidder. (Please refer to FORM 2: PRICE SCHEDULE).</p>
<p>12</p> <p>Bid Prices</p>	<p>The price of the Goods shall be quoted in <b>Philippine Peso</b> and valid for only 120 calendar days.</p>
<p>14.1</p> <p>Bid Security</p>	<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 <b>SEVENTY-ONE THOUSAND ONE HUNDRED PESOS (PHP71,100.00) or (2%) of the ABC</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than <b>ONE HUNDRED SEVENTY-SEVEN THOUSAND FIVE HUNDRED PESOS (PHP177,500.00) or 5% of the ABC</b> if bid security is in Surety Bond.</p>
<p>19.3</p> <p>Detailed Evaluation and Comparison of Bids</p>	No further instructions
<p>20.1</p> <p>Post-Qualification</p>	<p>The Lowest/Single Calculated Bidder (L/SCB) shall submit the certified true copies of the following documents as part of the post-qualification requirements:</p> <p>Registration Certificate from Securities and Exchange Commission (SEC), <u>or</u> Department of Trade and Industry (DTI) for sole proprietorship, <u>or</u> Cooperative Development Authority (CDA) for cooperatives <u>or</u> its equivalent document;</p> <p>2. 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;</p> <p><b>Note:</b> If the Mayor's or Business Permit has been issued subject to compliance with certain condition/s, please submit any of the following:</p> <p>a) Certification from the Business Permits and Licensing Department of the issuing City or Municipality that the Mayor's/Business Permit is still <b>VALID; <u>or</u></b></p> <p>b) Copy of updated Business/Mayor's permit indicating compliance with the ancillary clearance/s (e.g. Fire Safety Inspection Certificate, etc.)</p> <p>Failure to submit any of the above-cited documents on time or a finding against the veracity of such document can be a ground for disqualification.</p> <p>3. Tax clearance FY2024 per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR);</p> <p>4. The bidder's audited financial statements, showing, among</p>

	<p>others, the bidder'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;</p> <p><i>Note: An AFS filed/submitted electronically will be accepted[1] by DAP: Provided, it is supported by a system-generated Transaction Reference Number and electronic mail sent to the filer/taxpayer as proof of submission in lieu of the manual "Received" stamping.</i></p> <p>5. Latest Income Tax Returns filed and paid through BIR Electronic Filing and Payment System (eFPS), including proof of filing and payment; and</p> <p>6. Business Tax Returns (those covering the previous six (6) months preceding the date of bid submission) filed and paid through the BIR Electronic Filing and Payment System (eFPS), including proof of filing and payment.</p> <p><i>Note:</i></p> <p><i>In the event that two or more of the bidders are post-qualified as LCRB, they shall be subjected to a non-discretionary and non-discriminatory tie-breaking based on a sheer luck of chance using "draw lots" in accordance with Appendix 11 of the Updated 2016 Revised IRR.</i></p>
<p>21.2</p> <p>Signing of contract</p>	No additional requirement.

## ***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 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. Review and Verification**

The Procuring Entity or its authorized representative shall have the right to review and verify the airline ticket bookings and related travel documentation to confirm their conformity with the travel details and specifications stated in the Contract, at no additional cost to the Procuring Entity and in accordance with the applicable provisions of the Generic Procurement Manual.

Section VII (Technical Specifications) shall specify the required documentation, such as confirmed itineraries, e-ticket numbers, and booking confirmations, and the manner

by which these shall be submitted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of any discrepancies or required corrections.

The Supplier shall provide the Procuring Entity or its authorized representatives with reasonable assistance and access to all relevant information and records at no additional cost, to ensure that the arrangements comply with the approved specifications.

## **5. Warranty**

- 5.1. The Supplier shall provide a warranty to ensure that the airline tickets issued are valid, accurate, and conform to the travel specifications outlined in the Contract. This warranty is in accordance with the provisions of 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 issues or discrepancies related to the airline tickets. Upon receiving such notice, the Supplier shall take necessary actions to correct or reissue the tickets, at no additional cost to the Procuring Entity, in accordance with 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*

GCC Clause	
1 Scope of Contract	<p><b>Delivery and Documents –</b></p> <p>The delivery terms applicable to this Contract are delivered to DAP Pasig. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is the <b>End User Representative</b></p> <ol style="list-style-type: none"> <li>1. Original copy of the Supplier’s invoice showing GOODS’ description, quantity, unit price, and total amount; and,</li> <li>2. Original copy of the Manufacturer’s and/or Supplier’s warranty certificate; and,</li> <li>3. Delivery receipt detailing number and description of items delivered and to be attested received/signed by the dap authorized representative.</li> </ol> <p>All GOODS must be in excellent working condition.</p> <p>Upon delivery, all GOODs shall be inspected and tested to ensure that all units passed the standard quality certification.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> <li>a. coordination with the Procuring Entity or its authorized representative for the finalization of flight itineraries, passenger details, and travel requirements;</li> <li>b.issuance and timely delivery of confirmed airline tickets (including e-tickets) in accordance with the approved travel arrangements and schedule;</li> <li>c. provision of assistance in rebooking, rerouting, cancellation, and refund processes, as may be necessary, subject to airline policies;</li> </ol>

	<p>d. 24/7 customer support or emergency contact service for ticket-related concerns before and during the official travel period; and,</p> <p>The Contract price shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of intellectual property rights, including but not limited to patents, trademarks, or copyrights, arising from the provision of services, travel documents, or any part thereof under this Contract.</p>
<p>2.2</p> <p>Terms of Payment</p>	<p>The payment shall be made monthly to the Supplier within thirty (30) working days upon receipt of the billing statement or invoice. Acknowledgment of receipt of the consumables, spare parts and services by DAP's authorized representative is sufficient proof to establish Supplier's claim for payment.</p> <p>The DAP should submit all Certificates of Taxes withheld to the Supplier every year.</p>
<p>4</p> <p>Inspection and Test</p>	<p>DAP reserves the right to inspect and witness any tests that will ensure the quality-integrity of the GOODS being supplied. The inspections and tests that will be conducted shall comply, but may not be limited with the requirements detailed in the Technical Specifications.</p>

## ***Section VI. Schedule of Requirements***

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

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
<b>29 Pax</b>	<p><b>Economy Class Roundtrip Airfare Ticket Manila – Berlin Brandenburg Airport</b></p> <ul style="list-style-type: none"> <li>• Economy Class Round trip Airfare</li> <li>• Baggage Allowance: - 30 kg</li> <li>• -Carry-on/Cabin Baggage: Maximum of 7 kg</li> <li>• Total Travel Time: Less than 25 hours (This includes all layovers, stopovers, and any potential delays)</li> <li>• Departure &amp; Arrival Times:</li> <li>- <b>Departure from Manila:</b> June 13, 2025 (afternoon or early evening)</li> <li>- <b>Arrival in Berlin:</b> June</li> </ul>			Three (3) Calendar days after the receipt of the Notice to Proceed (NTP).

	<p>14, 2025 (early afternoon)</p> <ul style="list-style-type: none"> <li>- <b>Departure from Berlin:</b> June 22, 2025 (afternoon)</li> <li>- <b>Arrival in Manila:</b> June 23, 2025 (afternoon)</li> <li>• Rebooking Allowed (with applicable fees)</li> <li>• No Show Fee: Applies</li> <li>• Refundable Fee: for Total Unused Tickets</li> <li>• Seat Selection Available</li> <li>• Complimentary Hot Meals and Beverages: Provided on board</li> <li>• Priority Check-In and Boarding: Available (if applicable)</li> <li>• Access to Airline Support Hotline: For urgent concerns or rebooking assistance</li> <li>• 24/7 Travel Assistance: Contact details</li> </ul>			
--	--	--	--	--

	provided for any travel- related concern.			
>>>Nothing Follows<<<				

**CONFORME:**

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and on behalf of: \_\_\_\_\_

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

**Instructions:** 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.

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

<b>Item</b>	<b>Specification</b>	<b>Statement of Compliance</b>
29 Pax	Economy Class Roundtrip Airfare Ticket Manila – Berlin Brandenburg Airport	
	Economy Class Round trip Airfare	
	Baggage Allowance: -30 kg  -Carry-on/Cabin Baggage: Maximum of 7 kg	
	Total travel time from the departure city to the destination does not exceed 25 hours. This includes all layovers, stopovers, and any potential delays.	
	Departure & Arrival Times:  - <b>Departure from Manila:</b> June 13, 2025 (afternoon or early evening)  - <b>Arrival in Berlin:</b> June 14, 2025 (early afternoon)  - <b>Departure from Berlin:</b> June 22, 2025 (afternoon)	

	- <b>Arrival in Manila:</b> June 23, 2025 (afternoon)	
	Rebooking Allowed (with applicable fees)	
	No Show Fee: Applies	
	Refundable Fee: for Total Unused Tickets	
	Seat Selection Available	
	Complimentary Hot Meals and Beverages: Provided on board	
	Priority Check-In and Boarding: Available (if applicable)	
	Access to Airline Support Hotline: For urgent concerns or rebooking assistance	
	24/7 Travel Assistance: Contact details provided for any travel-related concerns	

## ***Technical Specifications***

<b><i>TECHNICAL SPECIFICATIONS</i></b>			
<b><i>Item / Service</i></b>	<b><i>Maximum Quantity</i></b>	<b><i>Technical Specifications / Scope of Work</i></b>	<b><i>Statement of Compliance</i></b>
Economy Class Roundtrip Airfare Ticket Manila –	29 Pax	Economy Class Round trip Airfare	

Berlin Brandenburg Airport		Baggage Allowance: -30 kg -Carry-on/Cabin Baggage: Maximum of 7 kg	
		Total travel time from the departure city to the destination does not exceed 25 hours. This includes all layovers, stopovers, and any potential delays.	
		Departure & Arrival Times:  <ul style="list-style-type: none"> <li>- <b>Departure from Manila:</b> June 13, 2025 (afternoon or early evening)</li> <li>- <b>Arrival in Berlin:</b> June 14, 2025 (early afternoon)</li> <li>- <b>Departure from Berlin:</b> June 22, 2025 (afternoon)</li> <li>- <b>Arrival in Manila:</b> June 23, 2025 (afternoon)</li> </ul>	
		Rebooking Allowed (with applicable fees)	
		No Show Fee: Applies	
		Refundable Fee: for Total Unused Tickets	
		Seat Selection Available	

		Complimentary Hot Meals and Beverages: Provided on board	
		Priority Check-In and Boarding: Available (if applicable)	
		Access to Airline Support Hotline: For urgent concerns or rebooking assistance	
		24/7 Travel Assistance: Contact details provided for any travel-related concerns	

## Section VIII. Checklist of Technical and Financial Documents

01. All submissions of the Bidder must clearly indicate the paper the document number. For example, photocopy of valid PhilGEPS registration papers (i.e., 5pcs) of "Bidder Corporation", **Technical Component** should be marked **"TC01~1"**, **"TC01~2"**, **"TC01~3"**, **"TC01~4"**, and **"TC01~5"**.
02. On this checklist, the column "As Checked" shall be marked ...
  - ✓ **"PASSED"** to indicate that said document was available; or
  - ✓ **"FAILED"** when the document listed is not available in the bid proposal submitted; or
  - ✓ **"NO NEED"** if the item in the checklist will not be appropriate
03. *At any stage of the procurement process, a proposal may still be declared "not eligible" if the contents/substance of the document are missing, or its found inappropriate or does not comply with the given requirements for this transaction.*
04. *The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary "pass/fail" criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.*

Bidding No.	<b>IB25-416194-03</b>	Total ABC:	<b>PHP3,555,000.00</b>
Particulars:	<b>"PROCUREMENT OF ONE (1) LOT OF PLANE TICKETS TO BERLIN, GERMANY FOR THE APPROPRIATIONS AND FINANCE EMERGING LEADERS TRACK OF CBILLS"</b>		
Venue of Bid Opening	<b>Via Online Platform</b>	DATE & TIME of Bid Opening	<b>09 May 2025 (Friday) at 10:00AM</b>

<b>BIDDER'S INFORMATION</b>	COMPANY NAME:	
	COMPANY HEAD OFFICE MAILING ADDRESS:	
	COMPANY WEBSITE OR EMAIL ADDRESS:	
Representative attending the Bidding:	NAME OF THE COMPANY REPRESENTATIVE:	
	POSITION TITLE OF THE COMPANY REPRESENTATIVE:	
JV Info:	IS THE BIDDER INTO JOINT VENTURE AGREEMENT WITH ANOTHER ENTITY/IES? <b>YES /NO</b>	

CLASS "A" LEGAL DOCUMENTS	mark	As Checked
1. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR, <b>per BDS Clause 10.1, item no. 1.;</b>	<b>TC01</b>	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
2. Statement of Bidder's <b>all ongoing government and private contracts</b> , including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid. <i>(Using the editable prescribed form, in Excel file)</i> , <b>per BDS Clause 10.1, item no. 2.;</b>  The statement shall include, for each contract the following:	<b>TC02</b>	<input type="checkbox"/> Passed <input type="checkbox"/> Failed

CLASS "A" LEGAL DOCUMENTS		mark	As Checked
a. Name of the Contract; b. Duration of the Contract; and c. Amount of Contract and Value of Outstanding Contracts.			
3. Statement of its Single Largest Completed Contract (SLCC), in accordance with BDS clause 5.3, similar to the contract to be bid and supported by a Certificate of Completion or Final Acceptance or any supporting proof of documents to the Final Acceptance of the project (e.g. Official Receipt or Sales Invoice) issued by the project owner., within the relevant period as provided in the Bidding Documents per <b>BDS Clause 10.1, item no. 3;</b>	TC03	<input type="checkbox"/> Passed <input type="checkbox"/> Failed	
4. Copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission <u>or</u> Original copy of Notarized Bid Securing Declaration, per <b>BDS Clause 10.1, item no. 4;</b>	TC04	<input type="checkbox"/> Passed <input type="checkbox"/> Failed	
5. Conformity with the Technical Specifications, which may include the engagement schedule and manpower requirements, per <b>BDS Clause 10.1, item no. 5;</b>	TC05	<input type="checkbox"/> Passed <input type="checkbox"/> Failed	
6. Duly Notarized Omnibus Sworn Statement (OSS) per <b>BDS Clause 10.1, item no. 6</b> , with the attached duly notarized copy of: a. Secretary’s Certificate in case of a corporation, partnership, or cooperative; <u>or</u> b. 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.	TC06	<input type="checkbox"/> Passed <input type="checkbox"/> Failed	
7. The Supplier’s Audited Financial Statements (AFS) for Calendar Year (FY) 2023 stamped “received” by the BIR or its duly accredited and authorized institutions, or in accordance to the Revenue Memorandum Circular 51-2024 issued on April 8, 2024, prescribes the guidelines in the filing of Annual Income Tax Return (AITR) for FY2023 and payment of corresponding taxes due thereon on or before April 15, 2024, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission and signed by bidder’s Certified Public Accountant, per <b>BDS Clause 10.1, item no. 7;</b>	TC07	<input type="checkbox"/> Passed <input type="checkbox"/> Failed	
8. 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, per <b>BDS Clause 10.1, item no. 8;</b>	TC08	<input type="checkbox"/> Passed <input type="checkbox"/> Failed	
CLASS "B" DOCUMENTS			
9. <i>If applicable</i> , valid 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	TC09	<input type="checkbox"/> Passed <input type="checkbox"/> Failed <input type="checkbox"/> N/A	

<b>CLASS "B" DOCUMENTS</b>			
<p>that the bid is successful, shall be included in the bid. <b>per BDS Clause 10.1, item no. 9</b>; and,</p> <p><i>If not applicable</i>, the Bidder is still required to issue a Statement, written in its letterhead, clearly indicating that the Bidder will not enter into any JVA for this Project or just put N/A.</p>			
<b>END OF ELIGIBILITY AND TECHNICAL DOCUMENTS CHECKLIST</b>			
<b>BAC's Remarks:</b>	<input type="checkbox"/> <b>PASSED</b>	<input type="checkbox"/> <b>FAILED</b>	<input type="checkbox"/> <b>FOR RECONSIDERATION</b>
<b>DOCUMENTS RECEIVED BY:</b>	<b>CHECKED BY:</b>	<b>NOTED BY:</b>	
<p style="text-align: center;"><b>RODEL D. CASTILLO</b> Officer-in-Charge, BAC Secretariat Division</p>	<p style="text-align: center;"><b>MICHAEL H. RAMOS</b> TWG Chairperson</p>	<p style="text-align: center;"><b>JUNE ARVIN C. GUDOY</b> BAC Vice-Chairperson</p>	

## BID DOCUMENT CHECKLIST No.2: FINANCIAL DOCUMENTS

01. *All submissions of the Bidder must clearly indicate the paper the document number. For example, Financial Component (i.e., 4pcs) should be marked “FC01~1”, “FC01~2”.*
02. On this checklist; the column “As Checked” shall be marked ...
  - ✓ “PASSED” to indicate that said document was available; or
  - ✓ “FAILED” when the document listed is not available in the bid proposal submitted; or
03. *At any stage of the procurement process, a proposal may still be declared “not eligible” if the contents/substance of the document are missing, or its found inappropriate or does not comply with the given requirements for this transaction.*

Bidding No.	<b>IB25-416194-03</b>	Total ABC:	<b>PHP3,555,000.00</b>
Particulars:	<b>“PROCUREMENT OF ONE (1) LOT OF PLANE TICKETS TO BERLIN, GERMANY FOR THE APPROPRIATIONS AND FINANCE EMERGING LEADERS TRACK OF CBILLS”</b>		
Venue of Bid Opening	<b>Via Online Platform</b>	DATE & TIME of Bid Opening	<b>09 May 2025 (Friday) at 10:00AM</b>

<b>BIDDER'S INFORMATION</b>	COMPANY NAME:	
	COMPANY HEAD OFFICE MAILING ADDRESS:	
	COMPANY WEBSITE OR EMAIL ADDRESS:	
Representative attending the Bidding:	NAME OF THE COMPANY REPRESENTATIVE:	
	POSITION TITLE OF THE COMPANY REPRESENTATIVE:	
JV Info:	IS THE BIDDER INTO JOINT VENTURE AGREEMENT WITH ANOTHER ENTITY/IES? <b>YES /NO</b>	

FINANCIAL DOCUMENTS	Mark	As Checked
1. Original of duly signed and accomplished Financial Bid Form.	<b>FC01</b>	<input type="checkbox"/> Passed <input type="checkbox"/> Failed
2. Original of duly signed and accomplished Price Schedule(s).	<b>FC02</b>	<input type="checkbox"/> Passed <input type="checkbox"/> Failed

### END OF FINANCIAL DOCUMENTS CHECKLIST

BAC's Remarks:	<input type="checkbox"/> <b>PASSED</b>	<input type="checkbox"/> <b>FAILED</b>	<input type="checkbox"/> <b>FOR RECONSIDERATION</b>
----------------	--	--	---

DOCUMENTS RECEIVED BY:	CHECKED BY:	NOTED BY:
<b>RODEL D. CASTILLO</b> Officer-in-Charge, BAC Secretariat Division	<b>MICHAEL H. RAMOS</b> TWG Chairperson	<b>JUNE ARVIN C. GUDROY</b> BAC Chairperson

## ***SECTION IX. BIDDING FORMS***

### **TABLE OF CONTENTS**

Form 1: BID FORM .....	37
Form 2: PRICE SCHEDULE FOR GOODS OFFERED FROM WITHIN THE PHILIPPINES .....	39
Form 3: BID SECURING DECLARATION.....	44
Form 4: CONTRACT AGREEMENT FORM .....	46
Form 5: OMNIBUS SWORN STATEMENT.....	49
Form 6: STATEMENT OF ALL ONGOING CONTRACTS INCLUDING CONTRACTS AWARDED BUT NOT STARTED.....	53
Form 7: STATEMENT OF BIDDER'S SINGLE LARGEST COMPLETED CONTRACT(SLCC) .....	53
Form 8: NET FINANCIAL CONTRACTING CAPACITY.....	54
Form 9: TECHNICAL SPECIFICATIONS COMPLIANCE .....	56

# Bidder's LETTERHEAD

## FORM 1: FINANCIAL BID FORM

### INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE FINANCIAL DOCUMENTS MARKED AS "FC01";
02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE CONTAINED IN THE SUBMITTED ELECTRONIC BID; AND,
03. THE FILENAME STRUCTURE SHOULD BE "FC01\_XXX=FINANCIAL\_BID\_FORM=<BIDDERNAME>".

## BID FORM

Issued by the GPPB through GPPB Resolution 16-2020, dated 16 September 2020

Date: \_\_\_\_\_

Invitation to Bid No.: **IB25-416194-03**

### BIDS & AWARDS COMMITTEE

Development Academy of the Philippines

1<sup>st</sup> Floor, DAP Bldg., San Miguel Avenue, Pasig City 1600

Telephone: (632) 8631-0921 loc. 133

BAC Secretariat email: [dapbacsec@dap.edu.ph](mailto:dapbacsec@dap.edu.ph)

Website address: <https://www.dap.edu.ph>

Having examined the Bidding Documents, including the Supplemental or Bid Bulletin Numbers [*insert numbers*], the receipt of which is hereby duly acknowledge, we undersigned, offer to supply, install and deliver for the Contract: **"PROCUREMENT OF ONE (1) LOT OF PLANE TICKETS TO BERLIN, GERMANY FOR THE APPROPRIATIONS AND FINANCE EMERGING LEADERS TRACK OF CBILLS"** with the said OBDs for the sum of: [*insert **Total Bid amount in words** \_\_\_\_\_ and in figures **Php** \_\_\_\_\_*] or the total calculated bid price as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties, which are itemized herein or in the Price Schedules.

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the OBD;
- b. to provide a performance security in the form, amounts, and within the times prescribed in the OBD;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period;

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below<sup>2</sup>:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTE: if none, state “***None***”

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Bid you may receive.

We certify/confirm that we complied with the eligibility requirements pursuant to the OBD.

The undersigned is authorized to submit the bid on behalf of [*insert name of the bidder*] as evidenced by the attached [*state the written authority*].

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

	Yours sincerely,
<b><i>SIGNATURE OF THE AUTHORIZED REPRESENTATIVE</i></b>	
NAME OF THE AUTHORIZED REPRESENTATIVE	
POSITION TITLE OF SIGNATORY:	
NAME OF FIRM\BIDDER:	
POSTAL ADDRESS:	
TELEPHONE NUMBER:	
EMAIL ADDRESS:	

<sup>2</sup>Applicable only if the Funding Source is the ADB, JICA or WB.

# Bidder's LETTERHEAD

## FORM 2: PRICE SCHEDULE (AS PER GPPB RESOLUTION NO. 16-2020)

### INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE FINANCIAL COMPONENT MARKED AS "FC02";
02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) **MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE CONTAINED IN THE SUBMITTED ELECTRONIC BID;**
03. DO NOT LEAVE BLANK CELLS. KINDLY PUT **N/A** IF "NOT APPLICABLE";
04. KINDLY USE ADDITIONAL SHEETS IF NECESSARY; AND
05. THE FILENAME STRUCTURE SHOULD BE **"FC02\_XXX=PRICE\_SCHEDULE=<BidderName>".**

## FOR GOODS OFFERED FROM WITHIN THE PHILIPPINES

Name of Bidder: \_\_\_\_\_

Page \_\_\_\_ of \_\_\_\_.

Invitation to Bid Number: **IB25-416194-03**

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin/Quantity	Unit	Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incident al Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1 Lot	<b>"PROCUREMENT OF ONE (1) LOT OF PLANE TICKETS TO BERLIN, GERMANY FOR THE APPROPRIATIONS AND FINANCE EMERGING LEADERS TRACK OF CBILLS"</b>								
	<b>Economy Class Roundtrip Airfare Ticket Manila – Berlin Brandenburg Airport</b> <ul style="list-style-type: none"> <li>Economy Class Round trip Airfare</li> <li>Baggage Allowance: - 30 kg</li> <li>-Carry-on/Cabin Baggage: Maximum of 7 kg</li> <li>Total Travel Time: Less than 25 hours. This includes all layovers, stopovers, and any potential delays.</li> </ul>								

	<ul style="list-style-type: none"> <li>• Departure &amp; Arrival Times: <ul style="list-style-type: none"> <li>- <b>Departure from Manila:</b> June 13, 2025 (afternoon or early evening)</li> <li>- <b>Arrival in Berlin:</b> June 14, 2025 (early afternoon)</li> <li>- <b>Departure from Berlin:</b> June 22, 2025 (afternoon)</li> <li>- <b>Arrival in Manila:</b> June 23, 2025 (afternoon)</li> </ul> </li> <li>• Rebooking Allowed (with applicable fees)</li> <li>• No Show Fee: Applies</li> <li>• Refundable Fee: for Total Unused Tickets</li> <li>• Seat Selection Available</li> <li>• Complimentary Hot Meals and Beverages: Provided on board</li> <li>• Priority Check-In and Boarding: Available (if applicable)</li> <li>• Access to Airline Support Hotline: For urgent concerns or rebooking assistance</li> <li>• 24/7 Travel Assistance: Contact details provided for any travel-related concerns</li> </ul>								
--	--	--	--	--	--	--	--	--	--

	Yours sincerely,
--	------------------

<b><i>SIGNATURE OF THE AUTHORIZED REPRESENTATIVE</i></b>	
NAME OF THE AUTHORIZED REPRESENTATIVE	
POSITION TITLE OF SIGNATORY:	
NAME OF FIRM\BIDDER:	
POSTAL ADDRESS:	
TELEPHONE NUMBER:	

## FOR GOODS OFFERED FROM ABROAD

Name of Bidder: \_\_\_\_\_

Page \_\_\_\_ of \_\_\_\_.

Invitation to Bid Number: **IB25-416194-03**

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin/ Quantity	Unit	Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incident al Services, if applicabl e, per item	Total Price, per unit (col 5+6+7+8 )	Total Price delivered Final Destination (col 9) x (col 4)
1 Lot	<b>“PROCUREMENT OF ONE (1) LOT OF PLANE TICKETS TO BERLIN, GERMANY FOR THE APPROPRIATIONS AND FINANCE EMERGING LEADERS TRACK OF CBILLS”</b>								
	<b>Economy Class Roundtrip Airfare Ticket Manila – Berlin Brandenburg Airport</b> <ul style="list-style-type: none"> <li>• Economy Class Round trip Airfare</li> <li>• Baggage Allowance: - 30 kg</li> <li>• -Carry-on/Cabin Baggage: Maximum of 7 kg</li> <li>• Total Travel Time: Less than 25 hours. This includes all layovers, stopovers, and any potential delays.</li> <li>• Departure &amp; Arrival Times: <ul style="list-style-type: none"> <li>- <b>Departure from Manila:</b> June 13, 2025 (afternoon or early evening)</li> <li>- <b>Arrival in Berlin:</b> June 14, 2025 (early afternoon)</li> </ul> </li> </ul>								

<ul style="list-style-type: none"> <li>- <b>Departure from Berlin:</b> June 22, 2025 (afternoon)</li> <li>- <b>Arrival in Manila:</b> June 23, 2025 (afternoon)</li> <li>• Rebooking Allowed (with applicable fees)</li> <li>• Rebooking Allowed (with applicable fees)</li> <li>• No Show Fee: Applies</li> <li>• Refundable Fee: for Total Unused Tickets</li> <li>• Seat Selection Available</li> <li>• Complimentary Hot Meals and Beverages: Provided on board</li> <li>• Priority Check-In and Boarding: Available (if applicable)</li> <li>• Access to Airline Support Hotline: For urgent concerns or rebooking assistance</li> <li>• 24/7 Travel Assistance: Contact details provided for any travel-related concerns</li> </ul>								
---	--	--	--	--	--	--	--	--

	Yours sincerely,
<b>SIGNATURE OF THE AUTHORIZED REPRESENTATIVE</b>	
NAME OF THE AUTHORIZED REPRESENTATIVE	
POSITION TITLE OF SIGNATORY:	
NAME OF FIRM\BIDDER:	
POSTAL ADDRESS:	
TELEPHONE NUMBER:	
EMAIL ADDRESS:	

# Bidder's LETTERHEAD

## FORM 3: BID SECURING DECLARATION

### INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL COMPONENT MARKED AS "TC04";
02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE CONTAINED IN THE SUBMITTED ELECTRONIC BID;
03. THE FILENAME STRUCTURE SHOULD BE "TC04\_XXX=BID\_SECURING\_DECLARATION=<BIDDERNAME>".

REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.  
X-----X

## BID-SECURING DECLARATION

*Invitation to Bid No. IB25-416194-03*

To: **Development Academy of the Philippines**  
[dapbacsec@dap.edu.ph](mailto:dapbacsec@dap.edu.ph)

I/We<sup>3</sup>, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;

<sup>3</sup> **Select one and delete the other.** Adopt the same instruction for similar terms throughout the document.

- (b) **I am/we are** declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) **I/we** failed to timely file a request for reconsideration or (ii) **I/we** filed a waiver to avail of said right;
- (c) I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and **I/we** have furnished the performance security and signed the Contract.

**IN WITNESS WHEREOF, I/We** have hereunto set my/our hand/s this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*.

	AFFIANT
<b>SIGNATURE OF THE AUTHORIZED REPRESENTATIVE</b>	
NAME OF THE AUTHORIZED REPRESENTATIVE	
POSITION TITLE OF SIGNATORY:	
NAME OF FIRM\BIDDER:	
POSTAL ADDRESS:	
TELEPHONE NUMBER:	
EMAIL ADDRESS:	

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert two (2) government identification cards used]*, with his/her photograph and signature appearing thereon, with 1<sup>st</sup> ID No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_ and 2<sup>nd</sup> ID No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_  
 Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
 Roll of Attorneys No. \_\_\_\_\_  
 PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*  
 IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_  
 Page No. \_\_\_\_\_  
 Book No. \_\_\_\_\_  
 Series of \_\_\_\_\_

## FORM 4: CONTRACT AGREEMENT FORM

### CONTRACT AGREEMENT

*Invitation to Bid No. IB25-416194-03*

THIS AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between the **DEVELOPMENT ACADEMY OF THE PHILIPPINES**, with principal office address at DAP Building, San Miguel Avenue, Pasig City, (hereinafter called “Entity”) and [name of Supplier] of [city and country of Supplier] (hereinafter called “Supplier”);

WHEREAS, the **Entity** invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the **Supplier** for the supply of those goods and services in the sum of [*contract price in words and figures in specified currency*] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
  - i. Philippine Bidding Documents (PBDs);
    - i. Schedule of Requirements;
    - ii. Technical Specifications;
    - iii. General and Special Conditions of Contract; and
    - iv. Supplemental or Bid Bulletins, if any.
  - ii. the **Supplier’s** bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;  
  
Bid form, including all the documents/statements contained in the **Supplier’s** bidding envelopes, as annexes, and all other documents submitted (*e.g.*, the **Supplier’s** response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the **Entity’s** bid evaluation;
  - iii. Performance Security;
  - iv. Notice of Award of Contract; and the **Supplier’s** conforme thereto; and
  - v. Other contract documents that may be required by existing laws and/or the

**Entity in the PBDs. The Supplier agrees that additional contract documents or information prescribed by the Government Procurement Policy Board that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of this Agreement.**

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, the **Supplier** agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The **Entity** agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

A Certificate of Availability of Funds (CAF) duly signed by the Chief Accountant of the **Entity** is attached hereto as **Annex “A”** and made an integral part of this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

*[Insert Name and Signature]*

***Head of the Procuring Entity***

*for:*

***DEVELOPMENT ACADEMY OF THE  
PHILIPPINES***

*[Insert Name and Signature]*

*[Insert Signatory's Legal Capacity]*

*for:*

*[Insert Name of Supplier]*

## ACKNOWLEDGMENT

**REPUBLIC OF THE PHILIPPINES)**  
**CITY OF \_\_\_\_\_): S.S.**

**BEFORE ME,** on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_, personally appeared the following persons:

<b>&lt;NAME OF AUTHORIZED REPRESENTATIVE&gt;</b> <Designation> <Name of Contracting Party>	For the <b>Supplier</b> <ul style="list-style-type: none"><li>• ID No. _____</li><li>• Issued in _____</li><li>• Valid until _____</li></ul>
_____ Head of the Procuring Entity Development Academy of the Philippines	For the <b>Entity</b> <ul style="list-style-type: none"><li>• ID No. _____</li><li>• Issued in _____</li><li>• Valid until _____</li></ul>

who are known to me to be the same persons who executed the foregoing instrument and have both acknowledged to me that the same is their free and voluntary act and deed and that of the <government agency/ies, institution/s, organization/s> they represent therein.

This instrument consisting of <number of pages> (<#>) pages Note: this refers to the main contract only, signed by the Parties on the left-hand margin of each page thereof and with their instrumental witnesses at the bottom of the same instrument on page “[-]”, this page on which this Acknowledgment is written, and the attached Annex “A”, refers to a Contract Agreement for the Procurement of Goods executed for the purpose(s) therein set forth.

**WITNESS MY SIGNATURE AND NOTARIAL SEAL** on the date and place first above written.

		<b>NOTARY PUBLIC:</b>
Doc No.:		
Page No.:		
Book No.		
Series of	<b>20</b> _____	

# Bidder's LETTERHEAD

## FORM 5: OMNIBUS SWORN STATEMENT

### INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL COMPONENT MARKED AS "TC06";
02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE CONTAINED IN THE SUBMITTED ELECTRONIC BID; AND
03. THE FILENAME STRUCTURE SHOULD BE "TC06\_XXX=OMNIBUS\_SWORN\_STATEMENT=<BIDDERNAME>".

REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.  
X-----X

## AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. Select one, delete the other:

*If a sole proprietorship:* I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. Select one, delete the other:

*[If a sole proprietorship:]* As the owner and sole proprietor, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for: **"PROCUREMENT OF ONE (1) LOT OF PLANE TICKETS TO BERLIN, GERMANY FOR THE APPROPRIATIONS AND FINANCE EMERGING LEADERS TRACK OF CBILLS"** of the *Development Academy of the Philippines*, as shown in the attached  
duly                      notarized                      Special                      Power                      of                      Attorney;

*"[If a sole proprietorship:]* As authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for: **"PROCUREMENT OF ONE (1) LOT OF PLANE TICKETS TO BERLIN, GERMANY FOR THE APPROPRIATIONS AND FINANCE EMERGING**

**LEADERS TRACK OF CBILLS”** as shown in the attached duly notarized Special Power of Attorney;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the : **“PROCUREMENT OF ONE (1) LOT OF PLANE TICKETS TO BERLIN, GERMANY FOR THE APPROPRIATIONS AND FINANCE EMERGING LEADERS TRACK OF CBILLS”** and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary’s Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the **Development Academy of the Philippines** or its duly authorized representative(s) to verify all the documents submitted;
6. **Select one, delete the rest:**

*[If a sole proprietorship:]* I am not related by consanguinity or affinity up to the third civil degree to the Head of the **Development Academy of the Philippines**, members of the Bids and Awards Committee (BAC), the Technical Working Group, the BAC Secretariat, and the end-user unit;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related by consanguinity or affinity up to the third civil degree to the Head of the **Development Academy of the Philippines**, members of the Bids and Awards Committee (BAC), the Technical Working Group, the BAC Secretariat, and the end-user unit;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related by consanguinity or affinity up to the third civil degree to the Head of the **Development Academy of the Philippines**, members of the Bids and Awards Committee (BAC), the Technical Working Group, the BAC Secretariat, and the end-user unit;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examined all of the Bidding Documents;
  - b) Acknowledged all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and,
  - d) Inquired or secured Supplemental/Bid Bulletin(s) issued for the:  
**“PROCUREMENT OF ONE (1) LOT OF PLANE TICKETS TO BERLIN, GERMANY FOR THE APPROPRIATIONS AND FINANCE EMERGING LEADERS TRACK OF CBILLS”**
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.

	AFFIANT
<b>SIGNATURE OF THE AUTHORIZED REPRESENTATIVE</b>	
NAME OF THE AUTHORIZED REPRESENTATIVE	
POSITION TITLE OF SIGNATORY:	
NAME OF FIRM\BIDDER:	
POSTAL ADDRESS:	
TELEPHONE NUMBER:	
EMAIL ADDRESS:	

**SUBSCRIBED AND SWORN** to before me this \_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert two (2) government identification cards used]*, with his/her photograph and signature appearing thereon, with 1<sup>st</sup> ID No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_ and 2<sup>nd</sup> ID No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*

IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

# Bidder's LETTERHEAD

## FORM 6: STATEMENT OF ALL ONGOING CONTRACTS INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED

### INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL COMPONENT MARKED AS "TC02";
02. IF THERE IS NO ONGOING INCLUDING AWARDED BUT NOT YET STARTED GOVERNMENT OR PRIVATE CONTRACTS, STATE "NONE", OR EQUIVALENT TERM;
03. THE TOTAL AMOUNT OF THE ONGOING AND AWARDED BUT NOT YET STARTED CONTRACTS SHOULD BE CONSISTENT WITH THOSE FIGURES USED IN THE NET FINANCIAL CONTRACTING CAPACITY (NFCC);
04. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) **MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE CONTAINED IN THE SUBMITTED ELECTRONIC BID;** AND
03. THE FILENAME STRUCTURE SHOULD BE "TC02\_XXX=ALL\_ONGOING\_CONTRACTS=<BidderName>".

**Note:** Excel file marked as "TC02" will be provided through email, which forms part of the OBD bought by the Bidder.

# Bidder's LETTERHEAD

## FORM 7: STATEMENT OF BIDDER'S SINGLE LARGEST COMPLETED CONTRACT (SLCC)

### INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL COMPONENT MARKED AS "TC03";
02. ATTACHED PHOTOCOPY OF THE CERTIFICATE OF FINAL ACCEPTANCE OR OFFICIAL RECEIPT ISSUED (OR) TO THE PROCURING ENTITY OR ANY EQUIVALENT DOCUMENT WITH THE INDICATED AMOUNT;
03. THE TOTAL AMOUNT OF THE COMPLETED CONTRACT/S SHOULD BE EQUIVALENT TO AT LEAST FIFTY PERCENT (50%) OF THE ABC;
04. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) **MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE CONTAINED IN THE SUBMITTED ELECTRONIC BID;** AND
05. THE FILENAME STRUCTURE SHOULD BE "TC03\_XXX=SINGLE\_LARGEST\_COMPLETED\_CONTRACTS=<BidderName>".

**Note:** Excel file marked as "TC03" will be provided in email, which forms part of the OBD bought by the Bidder.

# Bidder's LETTERHEAD

## FORM 8: NET FINANCIAL CONTRACTING CAPACITY

### INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL COMPONENT MARKED AS "TC08";
02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) **MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE CONTAINED IN THE SUBMITTED ELECTRONIC BID; AND**
03. THE FILENAME STRUCTURE SHOULD BE "TC08\_XXX=NFCC=<BIDDERNAME>".

## NET FINANCIAL CONTRACTING CAPACITY

- A. Summary of the Applicant/Bidder's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

	Particulars	FY2023
1	Total Assets	
2	Current Assets	
3	Total Liabilities	
4	Current Liabilities	
5	Net Worth (1-3)	
6	Net Working Capital (2-4)	

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = [(current asset minus current liabilities) (**15**)] minus [value of all outstanding or uncompleted portions of the projects under ongoing contracts including awarded contracts yet to be started coinciding with the contract to be bid].

**The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.**

	Particulars	Source Document	Amount
1	Current Assets	Balance Sheet Audited FS (2023)	
2	Minus: Current Liabilities	Balance Sheet Audited FS (2023)	
3	<b>Net Current Assets =</b>		
4	Multiplied by 15		
5	<b>Sub-Total =</b>		
6	Minus: Value of Outstanding Contracts	Financial Document "TC08"	
7	<b>NFCC</b>		

Herewith attached are certified true copies of the Income Tax Return (*filed through the Electronic Filing and Payments System (EFPS)*) and Audited Financial Statement: stamped “RECEIVED” by the BIR or BIR authorized collecting agent for the immediately preceding year.

<b><i>SIGNATURE OF THE AUTHORIZED REPRESENTATIVE</i></b>	
NAME OF THE AUTHORIZED REPRESENTATIVE	
POSITION TITLE OF SIGNATORY:	
NAME OF FIRM\BIDDER:	
POSTAL ADDRESS:	
TELEPHONE NUMBER:	
EMAIL ADDRESS:	

NOTE: If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

---

# Bidder's LETTERHEAD

## FORM 9: CONFORMITY WITH THE TECHNICAL SPECIFICATIONS

### INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL COMPONENT MARKED AS "TC05";
02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE CONTAINED IN THE SUBMITTED ELECTRONIC BID; AND
03. THE FILENAME STRUCTURE SHOULD BE "TC05\_XXX=CONFORMITY\_WITH\_TECH-SPECS=<BidderName>".

## CONFORMITY WITH THE TECHNICAL SPECIFICATIONS

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

Item	Specification	Statement of Compliance
I	<b>"PROCUREMENT OF ONE (1) LOT OF PLANE TICKETS TO BERLIN, GERMANY FOR THE APPROPRIATIONS AND FINANCE EMERGING LEADERS TRACK OF CBILLS"</b>	
	<b>Economy Class Roundtrip Airfare Ticket Manila – Berlin Brandenburg Airport</b> <ul style="list-style-type: none"><li>• Economy Class Round trip Airfare</li><li>• Baggage Allowance: -30 kg</li><li>• -Carry-on/Cabin Baggage: Maximum of 7 kg</li><li>• Total Travel Time: Less than 25 hours</li></ul>	

	<ul style="list-style-type: none"> <li>• Departure &amp; Arrival Times: <ul style="list-style-type: none"> <li>- <b>Departure from Manila:</b> June 13, 2025 (afternoon or early evening)</li> <li>- <b>Arrival in Berlin:</b> June 14, 2025 (early afternoon)</li> <li>- <b>Departure from Berlin:</b> June 22, 2025 (afternoon)</li> <li>- <b>Arrival in Manila:</b> June 23, 2025 (afternoon)</li> </ul> </li> <li>• Rebooking Allowed (with applicable fees)</li> <li>• No Show Fee: Applies</li> <li>• Refundable Fee: for Total Unused Tickets</li> <li>• Seat Selection Available</li> <li>• Complimentary Hot Meals and Beverages: Provided on board</li> <li>• Priority Check-In and Boarding: Available (if applicable)</li> <li>• Access to Airline Support Hotline: For urgent concerns or rebooking assistance</li> <li>• 24/7 Travel Assistance: Contact details provided for any travel-related concerns</li> </ul>	
--	--	--

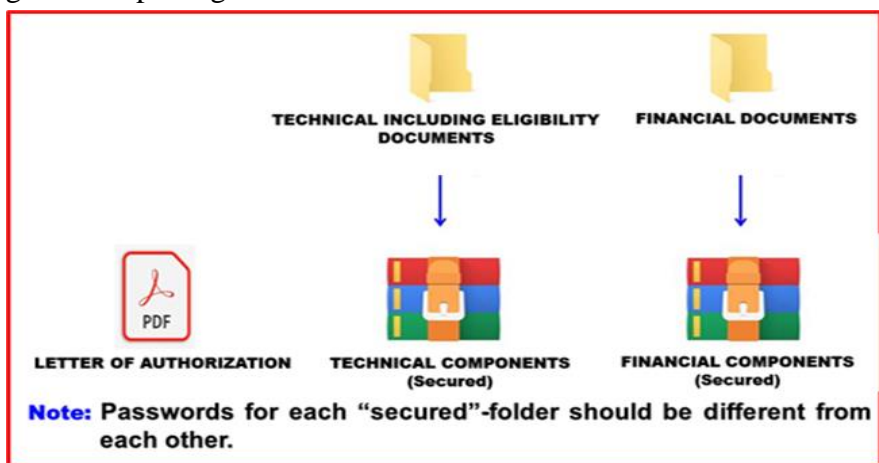
I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, of found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

<b>SIGNATURE OF THE AUTHORIZED REPRESENTATIVE</b>	
NAME OF THE AUTHORIZED REPRESENTATIVE	
POSITION TITLE OF SIGNATORY:	
NAME OF FIRM\BIDDER:	
POSTAL ADDRESS:	
TELEPHONE NUMBER:	
EMAIL ADDRESS:	
DATE SIGNED:	

*Notes to the Bidders:*

The tendered Bid shall be assessed on the basis of what is deemed advantageous to DAP, in particular, and to the Government, in general before an award will be served.

This Section contains provisions that are to be used unchanged. For illustration purposes, the following shall be packaged as follows:



1. The submitted secured zip.file-bid must be certified by the Bidder as the faithful electronic copies of the submitted requirements.
2. The Bidder certifies that all of the electronic files with suffix should contain the Technical and Financial Components of the Bid. The e-files that can be found in the said
3. **<BidderName>** had been diligently and carefully examined;
4. The Bidder must ensure that each file is inspected, and the files enumerated here below are saved and uploaded in the designated **bidms.dap.edu.ph** account of the Bidder.

58

<b><i>INSTRUCTIONS: The duly adjusted/filled-out, printed, and signed LOA should be placed prior to the Opening of the secured zip-file bid. The LOA can be read without opening any part of the submitted bid.</i></b>		
<b>I. ELIGIBILITY DOCUMENTS</b>		
02	TC01_XXX=PhilGEPS_REGISTRATION=<BidderName>	pdf or jpg
03	TC02_XXX=EXCEL_ALL_ONGOING_CONTRACTS=<BidderName>	EXCEL
	TC02_XXX=IMAGE_ALL_ONGOING_CONTRACTS=<BidderName>	pdf or jpg
04	TC03_XXX=EXCEL_COMPLETED_CONTRACT=<BidderName>	EXCEL
	TC03_XXX=IMAGE_COMPLETED_CONTRACT=<BidderName>	pdf or jpg
05	TC04_XXX=BID_SECURITY=<BidderName>	pdf or jpg
06	TC05_XXX=CONFORMITY_TECHNICAL_SPECIFICATIONS=<BidderName>	pdf or jpg
07	TC06_XXX=OMNIBUS_SWORN_STATEMENT=<BidderName>	pdf or jpg
08	TC07_XXX=AFS=<BidderName>	pdf or jpg
09	TC08_XXX=NFCC=<BidderName>	pdf or jpg
10	TC09_XXX=VALID_JVA=<BidderName>	pdf or jpg
<p><b><i>INSTRUCTIONS: If applicable, valid 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, shall be included in the bid.</i></b></p> <p><i>If not applicable, the Bidder is still required to issue a Statement, written in its letterhead, clearly indicating that the Bidder will not enter into any JVA for this Project or just put N/A.</i></p>		
<b>II. FINANCIAL COMPONENTS</b>		
1	FC01_XXX=FINANCIAL_BID_FORM=<BidderName>	pdf or jpg
2	FC02_XXX=PRICE_SCHEDULE=<BidderName>	pdf or jpg



**development academy of the philippines**

BIDS & AWARDS COMMITTEE (SO NO.2025-145 DATED APRIL 7, 2025)

**NOTHING  
FOLLOWS**

1st Floor DAP Bldg., San Miguel Avenue, Pasig City 1600

Telephone: (632) 8631 0921 loc. 133

website: <http://www.dap.edu.ph>

email address of BAC Secretariat: [dapbacsec@dap.edu.ph](mailto:dapbacsec@dap.edu.ph)