

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

# Procurement of **GOODS**

Government of the Republic of the Philippines

**Fifth Edition**  
**August 2016**

# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines (GOP) for use by all branches, agencies, departments, bureaus, offices, or instrumentalities of the government, including government-owned and/or -controlled corporations (GOCCs), government financial institutions (GFIs), state universities and colleges (SUCs), and local government units (LGUs) and autonomous regional government. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory<sup>1</sup> use in projects that are financed in whole or in part by the GOP or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184.

The Bidding Documents shall clearly and adequately define, among others: (a) the objectives, scope, and expected outputs and/or results of the proposed contract; (b) the eligibility requirements of bidders, such as track record to be determined by the Head of the Procuring Entity; (c) the expected contract duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (d) the obligations, duties, and/or functions of the winning bidder.

In order to simplify the preparation of the Bidding Documents for each procurement, the PBDs groups the provisions that are intended to be used unchanged in Section II. Instructions to Bidders (ITB) and in Section IV. General Conditions of Contract (GCC). Data and provisions specific to each procurement and contract should be included in Section III. Bid Data Sheet (BDS); Section V. Special Conditions of Contract (SCC); Section VI. Schedule of Requirements; Section VII. Technical Specifications, and Section IX. Foreign-Assisted Projects. The forms to be used are provided in Section VIII. Bidding Forms.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. In addition, 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, except for the notes introducing Section VIII. Bidding Forms where the information is useful for the Bidder. 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 Project.
- (b) Specific details, such as the “name of the Procuring Entity” and “address for bid submission,” should be furnished in the ITB, BDS, and SCC. The final documents should contain neither blank spaces nor options.
- (c) This Preface and the footnotes or notes in italics included in the Invitation to Bid, BDS, SCC, Schedule of Requirements, and Specifications are not part of

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<sup>1</sup> Unless the Treaty or International or Executive Agreement expressly provides use of foreign government/foreign or international financing institution procurement guidelines.

the text of the final document, although they contain instructions that the Procuring Entity should strictly follow. The Bidding Documents should contain no footnotes except Section VIII. Bidding Forms since these provide important guidance to Bidders.

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- (d) The cover should be modified as required to identify the Bidding Documents as to the names of the Project, Contract, and Procuring Entity, in addition to date of issue.
  - (e) If modifications must be made to bidding requirements, they can be presented in the BDS. Modifications for specific Project or Contract details should be provided in the SCC as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the BDS or SCC these terms shall be printed in bold type face on Section I. Instructions to Bidders and Section III. General Conditions of Contract, respectively.

# TABLE OF CONTENTS

<b>SECTION I. INVITATION TO BID .....</b>	<b>5</b>
<b>SECTION II. INSTRUCTIONS TO BIDDERS .....</b>	<b>10</b>
<hr/>	
<b>SECTION III. BID DATA SHEET .....</b>	<b>41</b>
<b>SECTION IV. GENERAL CONDITIONS OF CONTRACT .....</b>	<b>47</b>
<b>SECTION V. SPECIAL CONDITIONS OF CONTRACT.....</b>	<b>64</b>
<b>SECTION VI. SCHEDULE OF REQUIREMENTS.....</b>	<b>73</b>
<b>SECTION VII. TECHNICAL SPECIFICATIONS.....</b>	<b>74</b>
<b>SECTION VIII. BIDDING FORMS .....</b>	<b>77</b>
<b>SECTION IX. FOREIGN-ASSISTED PROJECTS .....</b>	<b>91</b>

## ***Section I. Invitation to Bid***

### **Notes on the Invitation to Bid**

The Invitation to Bid provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The Invitation to Bid shall be:

- (a) Posted continuously in the Philippine Government Electronic Procurement System (PhilGEPS) website, the website of the Procuring Entity concerned, if available, and the website prescribed by the foreign government/foreign or international financing institution, if applicable, for seven (7) calendar days starting on the date of advertisement;
- (b) Posted at any conspicuous place reserved for this purpose in the premises of the Procuring Entity concerned for seven (7) calendar days, as certified by the head of the Bids and Awards Committee (BAC) Secretariat of the Procuring Entity concerned; and
- (c) Advertised at least once in a newspaper of general nationwide circulation which has been regularly published for at least two (2) years before the date of issue of the advertisement, subject to Section 21.2.1(c) of the IRR of RA 9184<sup>2</sup>.

Apart from the essential items listed in the Bidding Documents, the Invitation to Bid should also indicate the following:

- (a) The date of availability of the Bidding Documents, which shall be from the time the Invitation to Bid is first advertised/posted until the deadline for the submission and receipt of bids;
- (b) The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- (c) The deadline for the submission and receipt of bids from the last day of posting of the Invitation to Bid; and
- (d) Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The Invitation to Bid should be incorporated in the Bidding Documents. The information contained in the Invitation to Bid must conform to the Bidding Documents and in particular to the relevant information in the BDS.

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<sup>2</sup> Two years after the effectivity of the 2016 Revised IRR of R.A. No. 9184 on 28 October 2016, advertisement in a newspaper of general nationwide circulation shall no longer be required. However, a procuring entity that cannot post its opportunities in the PhilGEPS for justifiable reasons shall continue to publish its advertisements in a newspaper of general nationwide circulation.

For foreign-assisted projects, the Invitation to Bid to be used is provided in Section IX-  
Foreign-Assisted Projects.

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PHILEXIM

**PHILIPPINE EXPORT-IMPORT CREDIT AGENCY**  
*(Trade and Investment Development Corporation of the Philippines)*

**INVITATION TO BID FOR**  
***Procurement of Healthcare Services for CY 2018-2019***  
**(2<sup>nd</sup> Public Bidding)**

1. The *Trade and Investment Development Corporation of the Philippines (TIDCORP)* through the Corporate Operating Budget for CY 2018 intends to apply the sum of **TWO MILLION FOUR HUNDRED FORTY NINE THOUSAND PESOS ONLY (PhP 2,449,000.00)** being the Approved Budget for the Contract (ABC) for payment under the contract **HEALTHCARE SERVICES FOR CY 2018-2019**. Bids received in excess of the ABC shall automatically be rejected at bid opening.
2. TIDCORP now invites bids for **PROCUREMENT OF HEALTHCARE SERVICES FOR CY 2018-2019**. Delivery of the Goods is required for the period **July 19, 2018 – July 18, 2019**. Bidders should have completed, within 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. Instruction to Bidders (ITB).
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) 9184, otherwise known as the “Government Procurement Reform Act “.
  - (i) Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.
4. Interested bidders may obtain further information from TIDCORP-BAC Secretariat and inspect the Bidding Documents at the address given below from 8:00 a.m. to 4:30 p.m. only, Mondays to Fridays.
5. A complete set of Bidding Documents may be acquired by interested Bidders from **June 01, 2018 – June 26, 2018** , from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB in the amount of Five Thousand Pesos Only (PhP 5,000.00).

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

*(Handwritten signatures and initials)*

6. TIDCORP will hold a Pre-Bid conference on **June 13, 2018 (9:30 a.m.)** at 17/F, Citibank Tower, Valero St. Makati City, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the address below on or before **June 26, 2018 (2:00 p.m.)** All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

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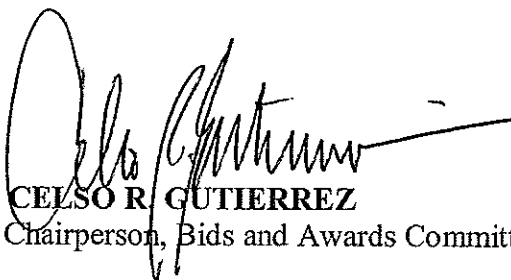
Bid opening shall be on **June 26, 2018 (2:30 p.m.)** at TIDCORP's Boardroom 17/F, Citibank Tower, Valero St. Makati City. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late Bids shall not be accepted.

8. TIDCORP reserves the right to reject any and all bids, declare a failure of bidding, or not to award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

TIDCORP-BAC Secretariat  
c/o Karenina V. Joaquin / Lourdes Melissa E. Isidro  
Trade and Investment Development Corporation of the Philippines  
17th Floor Citibank Tower, Citibank Plaza, Valero St.  
Makati City

Tel. No. (632) 885-4700 loc. 735 or 746  
e-mail address: [kvjoaquin@philexim.gov.ph](mailto:kvjoaquin@philexim.gov.ph) / [lmeisidro@philexim.gov.ph](mailto:lmeisidro@philexim.gov.ph)  
Fax No (632) 893-4852  
[www.philexim.gov.ph](http://www.philexim.gov.ph)



**CELSO R. GUTIERREZ**  
Chairperson, Bids and Awards Committee

*Handwritten initials and marks:*  
A  
J  
AK



## SCHEDULE OF ACTIVITIES

### HEALTHCARE SERVICES OF PHILEXIM EMPLOYEES 2018-2019

<u>ACTIVITIES</u>	<u>DATES</u>
Posting of Invitation	June 01, 2018 – June 08, 2018
Issuance of Bid Documents	June 01, 2018 – June 25, 2018 8:00 a.m. – 4:30 p.m.  June 26, 2018 8:00 a.m. – 11: 00 a.m.
Pre-bid Conference	June 13, 2018 (9:30 a.m.)
Submission of Bids	June 26, 2018 (up to 2:00 pm)
Opening of Bids	June 26, 2018 ( 2:30 p.m.)
Bid Evaluation	June 27, 2018 – July 04, 2018
Post Qualification	July 05-17, 2018
Notice of Award	July 18, 2018

*[Handwritten signatures and initials]*