

PHILIPPINE BIDDING DOCUMENTS

SUPPLY AND DOOR TO DOOR DELIVERY OF REMEDIATION PACKAGES FOR READING PROGRAMS

Government of the Republic of the Philippines
DepEd Region IV-A CALABARZON
Gate 2 Karangalan Village, Cainta, Rizal

Identification Number: ROIVA-25-04

**Sixth Edition
July 2020**

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.

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB 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; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL

INVITATION TO BID
(ROIVA-25-04)

1. The **DEPARTMENT OF EDUCATION REGION IV-A CALABARZON**, through its Bids and Awards Committee (BAC), is inviting interested parties to bid the hereunder project:

Name of Project : **SUPPLY AND DOOR TO DOOR DELIVERY OF REMEDIATION PACKAGES FOR READING PROGRAMS**

Location : DepEd Region IV-A Calabarzon, Gate 2
Karangalan Drive, Cainta, Rizal

Delivery Period : Sixty (60) calendar days upon receipt of
the Notice to Proceed

Place of Delivery : 23 Schools Division Offices (SDOs)
of DepEd Region IV-A CALABARZON

2. The **DEPARTMENT OF EDUCATION REGION IV-A CALABARZON**, through the **FY 2025 General Appropriations Act** intends to apply the sum of:

LOT	IDENTIFICATION NUMBER	APPROVED BUDGET OF THE CONTRACT (Php)	BID DOCUMENT PRICE (Php)
1	ROIVA-25-04-Lot 1	39,975,195.00	25,000.00
2	ROIVA-25-04-Lot 2	55,305,000.00	50,000.00

being the ABC to payments under the contract for **each lot**. Bids received in excess of the ABC for each lot and late bids shall be automatically rejected at bid opening.

Important Note/s:

- Supplier shall refer to Section VII - Technical Specifications, for details on the Types of Remediation Packages for Reading Program for each lot.
 - The project is separated into TWO (2) LOTS which will be awarded into separate contracts, bidders are required to purchase and submit Bid Documents per lot.
3. The **DEPARTMENT OF EDUCATION REGION IV-A CALABARZON** now invites bids for the above Procurement Project. Delivery of the Goods is required **60 calendar days upon receipt of the Notice to Proceed**. Bidders should have completed, within **FIVE (5) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an

eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

4. 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.

5. Prospective Bidders may obtain further information from the **Department of Education Region IV-A CALABARZON, BAC Secretariat/Procurement Unit** and inspect the Bidding Documents at the address given below from **8:00am to 5:00pm**.
6. A complete set of Bidding Documents may be acquired by interested bidders on **June 26 to July 23, 2025** from given address below and its website, and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.
7. The **DEPARTMENT OF EDUCATION REGION IV-A CALABARZON** will hold a Pre-Bid Conference on **July 4, 2025 at 9:00 in the morning** at the **Bulwagan ng Karangalan, DepEd Region IV-A CALABARZON, Gate 2 Karangalan Drive, Cainta, Rizal**, which shall be open to prospective bidders.
8. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **July 23, 2025 until 8:45 in the morning**. Late bids shall not be accepted.
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
10. Bid opening shall be on **July 23, 2025 at 9:00 in the morning at the Bulwagan ng Karangalan, DepEd Region IV-A CALABARZON, Gate 2 Karangalan Drive, Cainta, Rizal**. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.
11. The **DEPARTMENT OF EDUCATION REGION IV-A CALABARZON** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

JOCELYN L. MARTIN

Head - BAC Secretariat/Administrative Officer IV
Procurement Unit
DepEd Region IV-A Calabarzon
Gate 2 Karangalan Village, Cainta, Rizal

Email add: bac.calabarzon@deped.gov.ph

Cel. No./Viber No.: 09175361866

13. You may visit the following websites:
For downloading of Bidding Documents: <https://depedcalabarzon.ph/bid-documents> **OR go to depedcalabarzon.ph**, on the menu, go to **Transparency > Bid Documents**

June 23, 2025

(SGD) LOIDA N. NIDEA
BAC Chairperson

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Procuring Entity, **DepEd Region IV-A CALABARZON**, wishes to receive Bids for the **Supply and Door to Door Delivery of Remediation Packages for Reading Programs** with identification numbers **ROIVA-25-04-Lots 1 and 2**.

The Procurement Project (referred to herein as “Project”) is composed of **two (2)** Lots, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **FY 2025** in the amount of:

LOT	IDENTIFICATION NUMBER	APPROVED BUDGET OF THE CONTRACT (Php)
1	ROIVA-25-04-Lot 1	39,975,195.00
2	ROIVA-25-04-Lot 2	55,305,000.00

2.2. The source of funding is NGA, the General Appropriations Act or Special Appropriations.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

1. 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.

2. Subcontracts

Subcontracting is not allowed.

3. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on **July 4, 2025, at 9:00 am** at its physical address at Gate 2 Karangalan Village, Cainta, Rizal as indicated in paragraph 6 of the **IB**.

4. 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.

5. 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 **5 years** prior to the deadline for the submission and receipt of bids.

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

6. 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.

7. 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**.

8. Bid and Payment Currencies

- 13.1. Payment of the contract price shall be made in: **Philippine Pesos**.

9. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration¹ 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**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

10. 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.

11. Deadline for Submission of Bids

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

12. 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 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.

13. 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.

¹ 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.

14. 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 may be. 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 shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots 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 participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as **TWO (2) contracts**.
- 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.

15. Post-Qualification

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

16. 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

Notes on the Bid Data Sheet

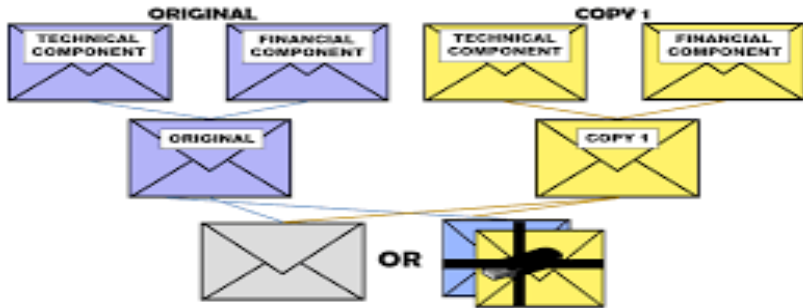
The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. Textbooks and/or Learning Resources b. completed within 5 years prior to the deadline for the submission and receipt of bids.
7.1	Subcontracting is not allowed
12	The price of the Goods shall be quoted Delivered Duties Paid (DDP) .
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than to two percent (2%) of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than five percent (5%) of ABC, if bid security is in Surety Bond.
15	<p>Bidder shall submit hard copies of their proposals manually, three sets (original, copy 1, and copy 2)</p> <div style="text-align: center;"> <p>Recommended Sealing of Bids</p>  </div> <p><u>That all original and copies (every page) of documents in the envelopes containing the technical and financial components of the bid shall be signed by the bidder or its duly authorized representative. Failure to observe will be a ground for disqualification.</u></p>
19.3	To be awarded per lot

20.2	<p>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 LCB, the Bidder shall submit the following requirements:</p> <p>a. Latest income and business tax returns: Printed copies of the Electronically filed Income Tax and Business Tax Returns with copies of their respective Payment Confirmation Forms for the immediately preceding calendar/tax year from the authorized agent bank;</p> <p>Only tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted.</p> <p>NOTE: The latest income and business tax returns are those within the last six months preceding the date of bid submission; and</p> <p>b. Other appropriate licenses and permits required by law and stated in this BDS.</p> <p>During post-qualification, upon demand by the BAC or its representative(s), a bidder with the lowest calculated bid shall be able to present:</p> <p>a. Documents to verify or support its Statement of On-going and/ or Statement identifying its Completed Contracts which may consist of the following: appropriate and clear duly signed contracts, purchase orders, agreements, notices of award, job orders, or notices to proceed, with the corresponding duly signed certificate of completion, delivery receipts, inspection and acceptance reports, certificates of final acceptance or official receipts.</p> <p>b. Original copy of Class “A” Eligibility documents for validation purposes as well as the technical and financial documents submitted during bid opening.</p> <p>In case of foreign bidders, a Certificate of Authentication from the Department of Foreign Affairs shall be required for each document submitted, i.e. the Class “A” documents or its equivalent that are written in foreign language, translated to English, and duly authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder’s affairs in the Philippines.</p> <p>To facilitate post-qualification, the bidder at its option may submit in advance, i.e., on the deadline for submission and receipt of bids, above requirements and other documents required in Section II. ITB 20.2.</p> <p>The documents shall be placed in an envelope and marked:</p> <p>ITB 20.2 Documents Name of Project: _____ Bid Opening Date: _____ Name of Bidder: _____</p>
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	<p>Failure to submit above requirements within the required timeframe or a finding against the veracity of any such documents or other documents submitted for the project shall be a ground for disqualification of the bidder for the award and the enforcement of the bid securing declaration.</p>
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Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special 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. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project. In addition to tests in the **SCC**, **Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered to 23 Schools Division Offices (SDOs) of DepEd Region IV-A CALABARZON. 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 Division Inspectorate Team and accepted by the Supply Officer of the Schools Division Office.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services.</p>
	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p>

	<p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Project Name Items inside (name, general description, quantity) Packaging/Unpacking instructions</p> <ul style="list-style-type: none"> • Gross Weight • Any special lifting instructions • Any special handling instructions • Any relevant HAZCHEM classifications <p>Supplier's Name and Contact Details Recipients Name and Contact Details</p> <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p>
	<p>Transportation –</p> <p>The Supplier shall, upon notice by DepEd Region IV-A CALABARZON, ensure that goods are made available for inspection at its warehouse.</p> <p>After inspection and acceptance at its warehouse, the Supplier shall ensure that the goods are packaged, sealed, ready and fit for transport.</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the identified twenty-three (23) Schools Division Offices (SDOs) within CALABARZON, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified destinations within CALABARZON, defined as the Project Site, transport to such destinations within CALABARZON, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p>

	<p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p>The terms of payment:</p> <p>Full payment shall be effected upon 100% delivery. Three percent (3%) retention money shall be deducted and will be released one (1) year after acceptance by the Procuring Entity of the delivered or submission of surety bond equivalent to the retention money.</p> <p>The method and conditions of payment shall be made to the Supplier through the Government disbursement procedure within sixty (60) calendar days after the date of acceptance of Goods at the delivery site and upon submission of documents.</p>
	<p>Performance Security</p> <p>The Performance Security shall be posted in favor of DepEd Region IV-A CALABARZON, and shall be forfeited in the event it is established that the Supplier is in default of any of its obligation under the contract. The Supplier shall be responsible for the extension of its performance security and/or renewal of its performance security whenever necessary and/ without need of prior notice or instruction from Procuring Entity, to ensure that it is in force and effect for the whole duration of the contract delivery period and until a Certificate of Final Acceptance is duly issued.</p> <p>Performance Security shall not contain any deletion, crossing-out, expunction, or any form of correction. Otherwise, the Procuring Entity may reject such security if any such intercalation or alteration affects any material information or feature of the document.</p>
4	<p>Delivery and Inspection:</p> <ol style="list-style-type: none"> a. DepEd Region IV-A CALABARZON shall conduct pre-delivery inspection of the goods offered before delivery. b. The supplier shall be responsible for the transport of the goods from the warehouse to the recipient SDOs. c. All goods to be delivered to the recipient SDOs shall be free from defects, substandard material, imperfection and other analogous defects.

	<ul style="list-style-type: none"> d. Only goods with the best quality shall be acceptable to the Department. e. All goods found to be with defects, imperfections and poor quality shall be rejected by the Department at any stage of the contract implementation. f. Delivery shall be during office hours (8:00am-5:00pm). The Supplier shall not deliver goods on a Saturday, Sunday or Holiday. g. Delivered goods at recipient SDOs shall be inspected by the SDO's Inspectorate Team and accepted by the SDO's Supply Officer. h. The Supplier shall be responsible in the preparation and completion of the Inspection and Acceptance Report (IAR). i. The Delivery Receipt (DR) shall be signed by the SDO's Supply Officer.
	<p>LIQUIDATED DAMAGES</p> <ol style="list-style-type: none"> 1. When the supplier fails to satisfactorily deliver goods under the contract within the specified delivery schedule, inclusive of duly granted time extension, if any, the supplier shall be liable for damages for the delay and shall pay the procuring entity liquidated damages. 2. An amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by the procuring entity. 3. Such amount shall be deducted from any money due or which may become due to the supplier, or collected from any securities or warranties posted by the supplier, whichever is convenient to the procuring entity concerned. 4. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the procuring entity concerned may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

Section VI. Schedule of Requirements

- a. The supply and delivery schedule expressed below stipulates the date of delivery to the project site Remediation Packages for Reading Program with Project Identification Number ROIVA-25-4.

Lot No.	Description	Quantity	Delivery Period
1	Remediation Reading Package A in Filipino for Key Stage 1	1,232	Within 60 calendar days from the issuance of Notice to Proceed (NTP)
	Remediation Reading Package B in Filipino for Key Stage 1	1,229	
2	English Reading Kit for Key Stage 1 Level 1	1,229	Within 60 calendar days from the issuance of Notice to Proceed (NTP)
	English Reading Kit for Key Stage 1 Level 2	1,229	

- b. Delivery Site: Shall be delivered at the 23 SCHOOLS DIVISION OFFICES (SDOs) OF DEPED REGION IV-A CALABARZON.

No.	School Division Offices (SDOs)	Office Address
1	Batangas	DepEd Bldg. Provincial Sports Complex, Bolbok, Batangas City
2	Cavite	Capitol Compound, Luciano, Trece Martires City, Cavite
3	Laguna	Prov. Capitol Compound, Brgy. Poblacion, Sta. Cruz, Laguna
4	Quezon	Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
5	Rizal	Cabrera Rd., Hilltop, Taytay, Rizal
6	Antipolo City	Sen. L. Sumulong circle, Brgy. San Isidro, Antipolo City
7	Bacoor City	Bacoor Blvd., Brgy. Bayanan, City of Bacoor, Cavite
8	Batangas City	P. Herrera St., Batangas City
9	Biñan City	102 P. Burgos St., Brgy. Sto. Domingo, Biñan City, Laguna
10	Cabuyao City	Brgy. Banay Banay, City of Cabuyao, Laguna
11	Calamba City	City Hall Compound, Brgy. Real, Calamba City
12	Cavite City	Chief E. Martin Streets, Caridad, Cavite City
13	Dasmariñas City	DASCA Compound Burol II, Dasmariñas City
14	Imus City	Gen. Satorre St., Toclong I-C, Imus City, Cavite
15	Lipa City	J.P. Laurel Highway, Brgy. Marawoy, Lipa City
16	Lucena City	Brgy. Ilayang Iyam, Lucena City
17	San Pablo City	Rizal Avenue, San Pablo City, Laguna
18	Sta. Rosa City	Tatlonghari St., Brgy. Market Area City of Santa Rosa

19	Tanauan City	Pob 1 Tanauan City
20	Tayabas City	Brgy. Potol, Tayabas City
21	General Trias City	Brgy. Sampalucan General Trias City, Cavite
22	San Pedro City	Luna St., Brgy. Poblacion, San Pedro City, Laguna
23	Sto. Tomas City	Poblacion IV. Sto. Tomas City, Batangas

c. DELIVERY AND RECEIVING INSTRUCTIONS:

The Supplier shall observe the following instructions:

1. Goods shall be packed, labeled, and delivered to their destination by the Supplier. Supplier shall bear costs of inland transportation, insurance, and other services required to convey the Goods to their final destinations.
2. The Supplier shall make delivery or deliveries to the Project Site on regular working days, during Office hours from 8:00 A.M. to 5:00 P.M. The Receiving Personnel reserves the right to refuse to receive/accept delivered Goods made before 8:00 A.M. or after 5:00 P.M., and on non-working days.
3. The Supplier shall replace all rejected Goods, and complete under delivery within seven (7) calendar days from receipt of a Notice of Rejection and under delivery from the Receiving Personnel. Likewise, if stocks are available on site, the Supplier shall replace defective Goods or complete under delivery immediately. No payment shall be made for deficient delivery or defective Goods regardless of the IARs signed by the Receiving Personnel.
4. The Goods shall be properly packed based on the allocation/list per recipient and placed in unused corrugated box and sealed to withstand rough handling.
5. Each box shall contain the intended allocation, wrapped and sealed in plain plastic for adequate protection against moisture and water damage.
6. Each box shall be properly labeled to indicate the following: Title, Quantity, Name of recipient and Address and Supplier's name.
7. The maximum weight per box should not be more than 20 kilos.

STATEMENT OF COMPLIANCE

I/We have read and understood the requirements/scope of service/terms of reference and conditions stipulated herein and shall therefore comply to the conditions set forth in the Contract with respect to this Section VI. Schedule of Requirements, if our bid is considered for award.

Name and Signature of Bidder's Authorized Representative

Company Name

Date

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

Technical Specifications

[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.]

DETAILED TECHNICAL SPECIFICATIONS:

LOT SELECTION Put Check (✓) Mark on Desired Lot	LOT NO	APPROVED BUDGET OF THE CONTRACT (Php)	COMPLY? (YES / NO)
	1	39,975,195.00	
	2	55,305,000.00	
SPECIFICATION			STATEMENT OF COMPLIANCE (State Comply or Not Comply) WITH ATTACHED EVIDENCE (MOV)
Bidder/s shall refer to attached <u>Annex</u> for details on the Types of Remediation Packages for Reading Program, Book Titles, Specifications and Distribution Lists for each lot.			
Supplier shall submit to DepEd Region IV-A CALABARZON, at least one (1) copy of each title of the Goods during submission of bids.			
Bidder/s must be registered publishers or authorized distributor and must submit certification/s of copyright/s in their respective learning materials.			

STATEMENT OF COMPLIANCE

I/We have read and understood the requirements/scope of service/terms of reference and conditions stipulated herein and shall therefore comply to the conditions set forth in the Contract with respect to this Section VI. Schedule of Requirements, if our bid is considered for award.

Name and Signature of Bidder's Authorized Representative

Company Name

Date

ANNEX

TECHENICAL SPECIFICATION

LOT 1

Package A Set

Size: L=491 mm W=356 mm H=241 mm

Stock: C2S 120 mounted on chipboard 15

Containing reading cards for Remediation Reading Package A in Filipino for Key Stage 1:

- A teacher's guide (Gabay para sa Guro)
Description: An educator's manual on usage, from student orientation up to evaluation
Size (folded): 5.5 x 8.5 inches
(spread): 11 x 8.5 inches
No. of inside pages: 24
Quantity: 1 per box
Binding: Saddle stitch
Paper stock: Cover- Foldcote 10 / Inside pages- Book 60
- 80 reading cards (5 copies each)
Description: Short fiction or nonfiction about culture, history, or science; each with corresponding exercises on vocabulary, comprehension, and creative connections
Size (folded): 5.5 x 8.5 inches
(spread): 11 x 8.5 inches
Quantity: 8 categories / 10 selections per category / 5 copies per selection
Paper stock: C2S 180
- 80 corresponding answer keys (2 copies each)
Description: Student references to be used when checking answers in the exercises
Size: 3.5 x 8.5 inches
Quantity: 2 copies per selection
Paper stock: Foldcote 20

Package B

Size: L=491 mm W=356 mm H=241 mm

Stock: C2S 120 mounted on chipboard 15

Containing reading cards for Remediation Reading Package B in Filipino for Key Stage 1:

- A guide for teachers (Gabay para sa Guro)
Description: An educator's manual on usage, from student orientation up to evaluation
Size (folded): 5.5 x 8.5 inches
(spread): 11 x 8.5 inches
No. of inside pages: 32
Quantity: 1 per box

Binding: Saddle stitch

Paper stock: Cover- Foldcote 10 / Inside pages- Book 60

- 80 reading cards (5 copies each)

Description: Short fiction or nonfiction about culture, history, or science; each with corresponding exercises on vocabulary, comprehension, and creative connections

Size (folded): 5.5 x 8.5 inches

(spread): 16.5 x 8.5 inches (2 folds, 3 panels)

Quantity: 8 categories / 10 selections per category / 5 copies per selection

Paper stock: C2S 180

- 80 corresponding answer keys (2 copies each)

Description: Student references to be used when checking answers in the exercises

Size: 3.5 x 8.5 inches

Quantity: 2 copies per selection

Paper stock: Foldcote 20

Additional Requirements for Package A and B

- **Provision of free online and/or in -person training with teachers, school heads, and supervisors**
- **Video tutorials on the use of materials shall be provided as reference of teachers during LAC sessions**

LOT 3

ENGLISH READING KIT Level 1
PICTURE CARDS
50 pcs
11 in. x 8.5 in.
Cover: C2S #220 – 4 colors lamination
Inside: C2S #220 – one color
PHONETIC ALPHABET POSTERS
27 pcs
11 in. x 8.5 in.
Cover: C2S #220 – 4 colors –UV lamination
Inside: C2S #220 – one color
PHONETIC VOCABULARY POSTERS
26 pcs
11 in x 8.5 in
Cover: C2S #220 – 4 colors – UV lamination
Inside: C2S #220 –one color
WORD FORMATION CARDS
C2S #220 4 in. x 8 in. James Burn Double Loop Wire
A Vowels 8 leaves & 61 leaves
E Vowels 4 leaves & 30 leaves
I Vowels 7 leaves & 45 leaves
O Vowels 8 leaves & 42 leaves
U Vowels 8 leaves & 41 leaves
CVC WORD CARDS
C2S #220 – 4 in. x 8 in. loose with plastic envelope
A Vowels – 53 leaves
E Vowels – 26 leaves
I Vowels – 38 leaves
O Vowels –35 leaves
U Vowels – 34 leaves
CVC WORD CHART
5 leaves – 24 in. x 36 in. tarpaulin with wood and rope handle
DOLCH SIGHT WORD FLASH CARDS
C2S #220 4 in. x 8 in. loose with plastic envelope
100 leaves excl. cover
DOLCH SIGHT WORD CHART
5 leaves – 36 in. x 24 in. tarpaulin with wood and rope handle

ENGLISH READING KIT Level 2	
UNIT PRICE AND NUMBER OF PIECES/ COPIES	
Pack	LONG VOWEL SOUNDS
	SIZE: W 20 CM, H 10 CM FONT: TAHOMA; FONT SIZE: 200
	MATERIAL: COVER: C2S 220 COLORED LAMINATION INSIDE: C2S 220 BLACK
	Long Vowel A Sound 43 word flash card
	Long Vowel E Sound 37 word flash card
	Long Vowel I Sound 40 word flash card
	Long Vowel O Sound 33 word flash card
	Long Vowel U Sound 40 word flash card
Pack	CONSONANT BLENDS- 42 poster cards
	SIZE: 8 1/2" X 11" FONT: TAHOMA; FONT SIZE: 200
	MATERIAL: COVER: C2S 220 COLORED LAMINATION INSIDE: C2S 220 BLACK
Pack	DIGRAPHS
	SIZE: 8 1/2" X 11" FONT: TAHOMA; FONT SIZE: 200
	MATERIAL: COVER: C2S 220 COLORED LAMINATION INSIDE: C2S 220 BLACK
	Beginning Consonant Digraph- 15 poster cards
	Ending Consonant Digraph- 21 poster cards
Pack	DUAL SOUND- 41 word flash cards
	SIZE: W 20 CM, H 10 CM FONT: TAHOMA; FONT SIZE: 200
	MATERIAL: COVER: C2S 220 COLORED LAMINATION INSIDE: C2S 220 BLACK
Pack	TRICKY "R"- 19 word flash cards
	SIZE: W 20 CM, H 10 CM FONT: TAHOMA; FONT SIZE: 200
	MATERIAL: COVER: C2S 220 COLORED LAMINATION INSIDE: C2S 220 BLACK
Pack	COMPOUND WORDS- 51 picture cards
	SIZE: W 20 CM, H 10 CM FONT: TAHOMA; FONT SIZE: 200
	MATERIAL: COVER: C2S 220 COLORED LAMINATION INSIDE: C2S 220 BLACK
Pack	AFFIXES
	WITH WIRE LOOP
	MATERIAL: COVER: C2S 220 COLORED LAMINATION INSIDE: C2S 220 BLACK
	Prefix- 6 word cards Size: W 8cm H 6cm
	Rootword- 33 word cards Size: W 10 cm H 6cm
	Suffix- 6 word cards Size: W 8cm H 6cm

Pack	SYNONYMS, ANTONYMS & HOMONYMS	
	60 word flash cards	
	SIZE: W 20 CM, H 10 CM FONT: TAHOMA; FONT SIZE: 200	
	MATERIAL: COVER: C2S 220 COLORED LAMINATION INSIDE: C2S 220 BLACK	
Pack	ANALOGY- 24 poster cards	
	SIZE: W 20 CM, H 20 CM FONT: TAHOMA; FONT SIZE: 200	
	MATERIAL: COVER: C2S 220 COLORED LAMINATION INSIDE: C2S 220 BLACK	
Pcs.	2nd DOLCH SIGHT WORD CHARTS (tarps)	
	Cover: Colored Printed Tarpaulin Inside: White tarpauli with Black Print	
	Size: 36"x24" LANDSCAPE	
	Dolch Sight Word List- 4 word charts	
	Dolch Noun Chart- 5 word charts	
	The Best Thing in the World- 6 charts	
Pack	VOCABULARY	
	Poster Card w/ Illustration Size: 8 1/2" x 11"	
	Font: TAHOMA Material: C2s 220 Colored Lamination	
	5 poster cards	
	Multiple-Meaning of Words	
	Classifying	
Pack	READING COMPREHENSION	
	Poste Card w/ Illustration	
	Size: 8 1/2" x 11"	Font: TAHOMA
	Material: C2s 220 Colored Lamination	
	Making Inferences & Sequencing- 5 poster cards	
	Cause and Effect- 3 poster cards	
	Noting Details & Drawing Conclusion- 3 poster cards	
	Main Idea 2-poster cards	
Copy	PUPIL'S READING MANUAL	
	8¼ in. x 10¾ in.	
	Cover: Foldcote 12, 4 colors + 1 inside UV lamination	
	Inside: Newsprint - one color	
	Binding: Perfect Binding	
	No.of Pages 104 excluding cover 4pages	
DESCRIPTION OF UTILIZATION		
	Interactive Non-Book Learning Resources for Use in Classroom	
	Instructions and Activities as well as for group or Individual	
	Reading Remediation Sessions	
	With 1 day Teachers Training (am/pm snacks and Lunch)	
	With digitized Copy	

Section VIII. Required Forms

**Please see latest GPPB issuance on the
required forms for the procurement of
goods**

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

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.

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

Technical Documents

- ☐ (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- ☐ (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- ☐ (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- ☐ (g) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) **or** A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class “B” Documents

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

II. FINANCIAL COMPONENT ENVELOPE

- ☐ (i) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (j) Original of duly signed and accomplished Price Schedule(s).

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

- ☐ (k) [For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

- ☐ (l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

