



**Republic of the Philippines**  
**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**  
Visayas Avenue, Diliman, Quezon City

**PROCUREMENT OF SERVICES FOR THE  
CONDUCT OF ANNUAL PHYSICAL  
EXAMINATION OF THE DEPARTMENT  
OF ENVIRONMENT AND NATURAL  
RESOURCES-CENTRAL OFFICE  
(DENR-CO)**

**Bid Ref. No. DENR-CO-2024-050**

**Approved Budget for the Contract: ₱1,400,000.00**

**BIDS AND AWARDS COMMITTEE**

**August 2024**

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**

Visayas Avenue, Diliman, Quezon City, 1128

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## Glossary of Acronyms, Terms, and Abbreviations

|   |  |
|---|--|
| <b>ABC</b>  | : Approved Budget for the Contract.  |
| <b>BAC</b>  | : Bids and Awards Committee.   |
| <b>Bid</b>  | : 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 <i>Proposal</i> and <i>Tender</i> . (2016 revised IRR, Section 5[c])   |
| <b>Bidder</b>   | : 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])   |
| <b>Bidding Documents</b>                                      | : 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])   |
| <b>BIR</b>  | : Bureau of Internal Revenue.  |
| <b>BSP</b>  | : Bangko Sentral ng Pilipinas.   |
| <b>Consulting Services</b>                                    | : 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]) |
| <b>CDA</b>  | : Cooperative Development Authority.   |
| <b>Contract</b>   | : 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.                                 |
| <b>CIF</b>  | : Cost Insurance and Freight.  |
| <b>CIP</b>  | : Carriage and Insurance Paid.   |
| <b>CPI</b>  | : Consumer Price Index.  |
| <b>DDP</b>  | : Refers to the quoted price of the Goods, which means “delivered duty paid.”  |
| <b>DTI</b>  | : Department of Trade and Industry.  |
| <b>EXW</b>  | : Ex works.  |
| <b>FCA</b>  | : “Free Carrier” shipping point.   |
| <b>FOB</b>  | : “Free on Board” shipping point.  |
| <b>Foreign-funded Procurement or Foreign-Assisted Project</b> | : 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]).  |
| <b>Framework Agreement</b>                                    | : Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a           |

minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

- GFI** : Government Financial Institution.
- GOCC** : Government-owned and/or –controlled corporation.
- Goods** : Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])
- GOP** : Government of the Philippines.
- GPPB** : Government Procurement Policy Board.
- INCOTERMS** : International Commercial Terms.
- Infrastructure Projects** : Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])
- LGUs** : Local Government Units.
- NFCC** : Net Financial Contracting Capacity.
- NGA** : National Government Agency.
- PhilGEPS** : Philippine Government Electronic Procurement System.
- Procurement Project** : refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)
- PSA** : Philippine Statistics Authority.
- SEC** : Securities and Exchange Commission.
- SLCC** : Single Largest Completed Contract.
- Supplier** : refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.
- UN** : United Nations.



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



**INVITATION TO BID**

**PROCUREMENT OF SERVICES FOR THE CONDUCT OF ANNUAL PHYSICAL EXAMINATION OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)  
Bid Ref. No. DENR-CO-2024-050**

**Approved Budget for the Contract: ₱1,400,000.00**

1. The **Department of Environment and Natural Resources (DENR)** through the through the FY 2024 General Appropriations Act (GAA) intends to apply the sum of **Pesos: One Million Four Hundred Thousand (1,400,000.00)** being the Approved Budget for the Contract (ABC) to payment under the contract for the **PROCUREMENT OF SERVICES FOR THE CONDUCT OF ANNUAL PHYSICAL EXAMINATION OF THE DENR-CO under Bid Ref. No. DENR-CO-2024-050**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The DENR now invites bids for the above Procurement Project. **The project duration is from the date of receipt of Notice to Proceed to December 2024**. Bidders should have completed, within the last 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).  
*Similar in nature shall mean **“Physical Examination”**.*
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary *“pass/fail”* criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from DENR and inspect the Bidding Documents at the address given below from Mondays to Fridays, 9:00 AM to 4:00 PM.
5. A complete set of Bidding Documents may be acquired by interested bidders by requesting a copy of Order Form via email at bac.co@denr.gov.ph prior payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Pesos: Five thousand (P5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.
6. The **Schedule of Bidding Activities** shall be as follows:

| ACTIVITIES                            | DATE/TIME   | VENUE/MODE  |
|---------------------------------------|---|---|
| 1. Sale and Issuance of Bid Documents | <b>9:00 AM to 4:00 PM only Mondays to Fridays</b><br>Starting <b>22 August 2024</b> | BAC Secretariat c/o Dianne G. Ibias at BAC Secretariat Office, 2 <sup>nd</sup> floor, Two-Storey Warehouse Bldg., DENR Compound, Visayas Ave., Diliman, Quezon City |
| 2. Pre-Bid Conference                 | <b>30 August 2024, (Friday)</b><br><b>9:30 AM</b>                                   | Online via Google Meet Platform**   |

| ACTIVITIES                     | DATE/TIME                                       | VENUE/MODE   |
|--------------------------------|---|--|
| 3. Submission of Bid Documents | <b>13 September 2024, (Friday)<br/>11:00 AM</b> | BAC Secretariat Office, 2nd floor, Two-Storey Warehouse Bldg., DENR Compound, Visayas Ave., Diliman, Quezon City |
| 4. Opening of Bids             | <b>13 September 2024, (Friday)<br/>3:00 PM</b>  | Online via Google Meet Platform**  |

**\*\* Only two (2) pre-registered representatives per bidder shall be allowed to participate in the Google Meet video conference.**

7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
8. A maximum of two (2) representatives per bidder shall be allowed to participate in the videoconference.

Registration is required prior to attending the videoconference. To secure the Google Meet Link for the Pre-Bid Conference, each representative must register not later than **29 August 2024** and provide the required information by accessing the provided link or scanning the QR code below:

**LINK:** <https://forms.gle/foQdxc6EUgAMXhJ56>

**QR CODE:**



9. The DENR 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.

10. For further information, please refer to:

**Dianne G. Ibias**  
 Head, BAC Secretariat  
 BAC Secretariat Office, 2<sup>nd</sup> floor, Two-Storey Warehouse Building, DENR Compound,  
 Visayas Avenue, Diliman, Quezon City  
**Email Address:** bac.co@denr.gov.ph  
**Telephone/Fax No.:** (02) 8926-2675

11. For downloading of Bidding Documents, you may visit:

<https://denr.gov.ph/bid-type/invitation-to-bid/>



***20 August 2024***

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**EVELYN G. NILLOSAN**

Chief, Management Division &

Alternate Vice Chairperson, Bids & Awards Committee





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

## 1. Scope of Bid

The Procuring Entity, **Department of Environment and Natural Resources-Central Office**, wishes to receive Bids for the **PROCUREMENT OF SERVICES FOR THE CONDUCT OF ANNUAL PHYSICAL EXAMINATION OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)** with identification number **DENR-CO-2024-050**.

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 2024** in the amount of Pesos: **One Million Four Hundred Thousand Pesos (PhP1,400,000.00)**.

2.2. The source of funding is **NGA, General Appropriations Act**.

## 3. Bidding Requirements

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

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

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

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

## 5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;

- ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an **SLCC that is at least one (1) contract similar to the Project** the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
  - a. **For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.**
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

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

## 7. Subcontracts

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

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

- 7.2. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and through videoconferencing/webcasting as indicated in the **IB**.

## 9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## 10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **the last five (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.

## 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 the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## 12. Bid Prices

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

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

### 13. Bid and Payment Currencies

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

### 14. Bid Security

- 14.1. The Bidder shall submit a **Bid Securing 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 for one hundred twenty calendar days from the date of opening of bids**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### 15. Sealing and Marking of Bids

**Each Bidder shall submit one copy (1) 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.

All envelopes shall:

- (a) contain the name of the contract to be bid in capital letters;
- (b) bear the name and address of the Bidder in capital letters;
- (c) be addressed to the Procuring Entity's BAC;
- (d) bear the specific identification of this bidding process indicated in the 1.0; and
- (e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, as specified in the IB.

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<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.

|             |  |
|-------------|--|
| TO :        | <b>THE BIDS AND AWARDS COMMITTEE</b>                   |
|             | <b>DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES</b> |
| FROM :      | _____  |
|             | <i>(Name of Bidder in Capital Letters)</i>             |
| ADDRESS :   | _____  |
|             | <i>(Address of Bidder in Capital Letters)</i>          |
| PROJECT:    | _____  |
| BID REF NO: | _____  |
|             | <i>(In Capital Letters, Indicate the Phrase):</i>      |
|             | "DO NOT OPEN BEFORE: _____"                            |

## 16. Deadline for Submission of Bids

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

## 17. Opening and Preliminary Examination of Bids

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

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

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

## 18. Domestic Preference

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

## 19. Detailed Evaluation and Comparison of Bids

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

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

- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016

revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. The Project shall be awarded as follows:

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

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

## 20. Post-Qualification

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

## 21. Signing of the Contract

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



## ***Section III. Bid Data Sheet***



# Bid Data Sheet

| <b>ITB Clause</b>   |   |                                    |   |                                    |                          |                     |                  |                  |                    |
|---------------------|---|------------------------------------|---|------------------------------------|--------------------------|---------------------|------------------|------------------|--------------------|
| 5.3                 | For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> <li>a. <b>“Physical Examination”</b>; and</li> <li>b. Completed <b>within the last five (5) years</b> prior to the deadline for the submission and receipt of bids.</li> </ul>  |                                    |   |                                    |                          |                     |                  |                  |                    |
| 7.1                 | <i>Subcontracting is not allowed.</i>   |                                    |   |                                    |                          |                     |                  |                  |                    |
| 12                  | The price of the Goods shall be quoted DDP <i>Philippines</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.  |                                    |   |                                    |                          |                     |                  |                  |                    |
| 14.1                | <p>The bid security shall be in any of the following forms issued <b>in favor of the Department of Environment and NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)</b>:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 25%;">Project ABC (P)</th> <th style="width: 25%;">Bid Security: Cash, Cashier's/ Manager's Check, Bank Draft / Guarantee, Irrevocable Letter of Credit (2%) (P)</th> <th style="width: 25%;">Bid Security: Surety Bond (5%) (P)</th> <th style="width: 25%;">Bid Securing Declaration</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b>1,400,000.00</b></td> <td style="text-align: center;"><b>28,000.00</b></td> <td style="text-align: center;"><b>70,000.00</b></td> <td style="text-align: center;">No required Amount</td> </tr> </tbody> </table>   | Project ABC (P)                    | Bid Security: Cash, Cashier's/ Manager's Check, Bank Draft / Guarantee, Irrevocable Letter of Credit (2%) (P) | Bid Security: Surety Bond (5%) (P) | Bid Securing Declaration | <b>1,400,000.00</b> | <b>28,000.00</b> | <b>70,000.00</b> | No required Amount |
| Project ABC (P)     | Bid Security: Cash, Cashier's/ Manager's Check, Bank Draft / Guarantee, Irrevocable Letter of Credit (2%) (P)   | Bid Security: Surety Bond (5%) (P) | Bid Securing Declaration  |                                    |                          |                     |                  |                  |                    |
| <b>1,400,000.00</b> | <b>28,000.00</b>  | <b>70,000.00</b>                   | No required Amount  |                                    |                          |                     |                  |                  |                    |
| 19.3                | <i>Project will be awarded in one (1) lot.</i>  |                                    |   |                                    |                          |                     |                  |                  |                    |
| 20.2                | <p><b>Post Qualification:</b> Within a non-extendible period of <b>five (5) calendar days</b> from receipt by the supplier of the Notice from the BAC that the supplier has the Single/Lowest Calculated Bid (S/LCB), the Supplier shall submit and/or present the following requirements for post qualification:</p> <p><b>1. Present original copy and submit certified true copy of the following:</b></p> <ul style="list-style-type: none"> <li>a) Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives;</li> <li>b) Valid and current Business/Mayor's Permit issued to bidder by the city or municipality where the principal place of business of the bidder is located or the equivalent document for Exclusive Economic Zones or Areas;</li> <li>c) Valid and current Tax Clearance per E.O. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR);</li> <li>d) Audited Financial Statements (AFS) for CY 2023 received (with stamped receipt or with attached copy of acknowledgement thru email) by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions dated CY 2024;</li> <li>e) <b>2023 Annual Income Tax Return</b> and <b>Latest Income Tax Returns per Revenue Regulations 3-2005</b>; Tax returns filed through the Electronic Filing and Payments System (EFPS). The latest income and business tax returns are those within the <b>last six (6) months</b> preceding the date of bid submission (<b>including copy of Quarterly VAT returns and corresponding payments</b>);</li> <li>f) POs or Contracts for all Ongoing Contracts as listed per submitted Annex I with corresponding contact details (contact person, contact number &amp; e-mail address);</li> </ul> |                                    |   |                                    |                          |                     |                  |                  |                    |

|                              | <p>g) Valid and current License to Operate issued by the Department of Health (DOH) following the standards and requirements of Administrative Order No. 2007-0027;</p> <p>h) Certificate of Accreditation of Level 2 or 3 for hospital facilities issued by DOH;</p> <p>i) Valid and current License to Operate and X-Ray Facility issued by the Food and Drug Administration of the DOH;</p> <p>j) Certificate of Performance Evaluation (<b>Annex VII</b>) or equivalent document with a rating of at least Satisfactory issued by the Largest Contract/s Client/s of the bidder per submitted Annex I-A. The certification/document must indicate that the evaluation was based on the bidder's performance on timely delivery, compliance to specifications, warranty and after sales service.</p> <p><b>[In case of Joint Venture between local companies, both partners must present original and submit copies of valid and current Certificate of PhilGEPS Registration (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR (pursuant to GPPB Resolution Np. 15-2021, sated 14 October 2021). In case of foreign partner, must present/submit Corporate Financial Statement or Annual Report]</b></p> <p><b>2. Submit original copy of the following:</b></p> <p>a) Company Profile (per Annex VIII). Company printed brochure may be included;</p> <p>b) Vicinity map/location of the business;</p> <p>c) List of service provider's medical and support staff with attached Curriculum Vitae and copies of the following additional documentary requirements:</p> <table border="1" data-bbox="493 1115 1407 1301"> <thead> <tr> <th>Key Personnel/Support Staff</th> <th>Documentary Requirements</th> </tr> </thead> <tbody> <tr> <td>Three (3) Medical Doctors</td> <td>Valid and current PRC ID</td> </tr> <tr> <td>Two (2) Nurses</td> <td>Valid and current PRC ID</td> </tr> <tr> <td>Three (3) Medical Technician</td> <td>Valid and current PRC ID</td> </tr> <tr> <td>Two (2) Admin Staff</td> <td>No additional requirements</td> </tr> </tbody> </table> <p>d) List of at least five (5) branches of diagnostic clinic within the National Capital Region (NCR) with attached documents as follows:</p> <p style="margin-left: 40px;">i. Valid and current Mayor's/Business Permit;</p> <p style="margin-left: 40px;">ii. Vicinity map/location of the business.</p> <p>e) List of at least one (1) stand-alone clinic/facility located within Quezon City that is within a 1-3-kilometer radius from the DENR-CO:</p> <p style="margin-left: 40px;">i. Valid and current Mayor's/Business Permit;</p> <p style="margin-left: 40px;">ii. Vicinity map/location of the business.</p> <p>f) List of equipment and proof of ownership or lease and/or under purchase agreements to be used in the implementation of APE;</p> <p><b>(In case of Joint Venture, both partners must present/submit items a and b)</b></p> <p><b>3. Present original copy of the End-User's Acceptance or Official Receipt/Sales Invoice/Collection Receipt/s relative to Single Largest Completed Contract per submitted Annex I-A.</b></p> <p><b>4. Submit certified true copies of the Eligibility, Technical and Financial Documents in two (2) sets, marked as "COPY 1" and "COPY 2"</b></p> <p><b>5. Submit digital/scanned copy of the Eligibility, Technical, Financial and Post-qualification documents stored in Universal Serial Bus (USB) flash drive.</b></p> | Key Personnel/Support Staff | Documentary Requirements | Three (3) Medical Doctors | Valid and current PRC ID | Two (2) Nurses | Valid and current PRC ID | Three (3) Medical Technician | Valid and current PRC ID | Two (2) Admin Staff | No additional requirements |
|------------------------------|--|-----------------------------|--------------------------|---------------------------|--------------------------|----------------|--------------------------|------------------------------|--------------------------|---------------------|----------------------------|
| Key Personnel/Support Staff  | Documentary Requirements   |                             |                          |                           |                          |                |                          |                              |                          |                     |                            |
| Three (3) Medical Doctors    | Valid and current PRC ID   |                             |                          |                           |                          |                |                          |                              |                          |                     |                            |
| Two (2) Nurses               | Valid and current PRC ID   |                             |                          |                           |                          |                |                          |                              |                          |                     |                            |
| Three (3) Medical Technician | Valid and current PRC ID   |                             |                          |                           |                          |                |                          |                              |                          |                     |                            |
| Two (2) Admin Staff          | No additional requirements   |                             |                          |                           |                          |                |                          |                              |                          |                     |                            |



|      |  |
|------|--|
|      | Failure of the supplier, declared as Single/Lowest Calculated Bid (S/LCB), to duly submit the above requirements or a finding against the veracity of such shall be ground for forfeiture of the bid security and disqualify the Supplier for award. |
| 21.2 | Within ten (10) calendar days from receipt of Notice of Award, successful Bidder shall post the required performance security, sign and date the contract and return it to DENR.   |



## ***Section IV. General Conditions of Contract***

## 1. Scope of Contract

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

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

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

## 2. Advance Payment and Terms of Payment

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

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

## 3. Performance Security

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

## 4. Inspection and Tests

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

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

## 5. Warranty

6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Liability of the Supplier**

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

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



## ***Section V. Special Conditions of Contract***



## Special Conditions of Contract

| GCC Clause |   |
|------------|---|
| 1          | <p><b>Delivery and Documents –</b><br/>                     For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are delivered <i>in the Philippines</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is:</p> <p><b>MIRIAM M. MARCELO</b><br/>                     OIC-Director, Human Resources and Development Service &amp;<br/>                     Chief, Personnel Division<br/>                     Department of Environment and Natural Resources<br/>                     Tel. No.: (02) 8928-7218 and 8929-6626 loc 2067 &amp; 2214</p> <p><b>Incidental Services –</b><br/>                     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. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> </ol> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> |



**Packaging –**

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.

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.

The outer packaging must be clearly marked on at least four (4) sides as follows:

Name of the Procuring Entity  
Name of the Supplier  
Contract Description  
Final Destination  
Gross weight  
Any special lifting instructions  
Any special handling instructions  
Any relevant HAZCHEM classifications

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.

**Transportation –**

Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, 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.

Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, 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>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><b>Intellectual Property Rights –</b><br/>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 | Payment shall be made and submission of complete documentary requirements in accordance with prevailing accounting and auditing rules and regulations.   |
| 4   | Applicable inspection and testing shall be conducted by the Inspection and Pre-Acceptance Committee of the Department.   |



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

**PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER.**

(page 1 of 6)

**Instruction to Bidders:** **Please fill up the form accordingly and sign the Bidder's Undertaking. Failure to conform will result in a rating of "FAILED".**

**A. TERMS OF REFERENCE as of 21 August 2024****TERMS OF REFERENCE**  
(As of 21 August 2024)**ANNUAL PHYSICAL EXAMINATION (APE)  
FOR DENR CENTRAL OFFICE EMPLOYEES****I. RATIONALE**

For the past Nine (9) years, the Human Resource Development Service has been offering medical services to DENR Central Office employees which include the conduct of Annual Physical Examination (APE). This activity is part of the Medical Unit's comprehensive occupational health program for the benefit of the employees.

Pursuant to *Civil Service Commission Memorandum Circular No. 33, s, 1997* "Policy on Working Conditions at the Workplace", *CSC-DOH-DOLE Joint Memorandum Circular No. 1 series of 2022* "Occupational Safety and Health (OSH) Standards for the Public Sector"; the Annual Physical Examination and random drug testing are necessary tools in the health assessment and monitoring of the employee's health status.

**II. APPROVED BUDGET FOR THE CONTRACT**

The total ABC for the project is **PHP1,400,000.00** inclusive of all applicable government taxes and service charges.

**III. PROJECT REQUIREMENTS**

The service provider engaged to do the diagnostic and screening procedures/ physical examination must have all of the following requirements:

- a) Valid License to Operate issued by the Department of Health (DOH) following the standards and requirements of Administrative Order (AO) No. 2007-0027. The valid License should be submitted prior to contract implementation.
- b) Must have Department of Health (DOH) Accreditation; Level 2 or 3 for hospital facilities.
- c) Valid License to Operate an X-ray Facility issued by the Food and Drug Administration (FDA) of the DOH.

**IV. SERVICE DESCRIPTION**

1. This project involves a service provider for the provision of Annual Physical Examination. The DENR-APE program will cover approximately One Thousand (1000) employees with a guaranteed number of Seven Hundred (700) employees for permanent, casual, co-terminus, Contract of Service, and Contract-PS employment.
2. The schedule of the APE and medical consultation of the APE results shall be agreed upon by the DENR and the awarded service provider and will remain in effect until December 2024.
3. All diagnostic procedures and medical consultation of DENR Central Office employees shall be performed on-site and/or at any available clinics of the



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Service Provider.

4. The following diagnostic procedures and physical examination shall be done:

- Chest X ray (PA view)
- 12 lead Electrocardiogram
- Complete Blood Count with Actual Platelet Count
- Blood typing
- Routine Urinalysis
- Blood chemistry: Fasting Blood Sugar, High-Density Lipoprotein (HDL), Low-Density Lipoprotein (LDL), Total Cholesterol, Triglycerides, Serum Glutamic-Pyruvic Transaminase or SGPT, Serum Glutamic-Oxaloacetic Transaminase or SGOT, Creatinine, Blood Urea Nitrogen (BUN) and Blood Uric Acid (BUA).
- Random Mandatory Drug Testing

5. The Service Provider must provide a medical team compromising of the following:

| Medical Support and Staff               | Documents Requirements     |
|---|----------------------------|
| Three (3) Registered Physician          | - Valid and updated PRC ID |
| Two (2) Registered Nurses               | - Valid and updated PRC ID |
| Three (3) Registered Medical Technician | - Valid and updated PRC ID |
| Two (2) Admin Staff                     | - Curriculum Vitae (CV)    |

**V. RESPONSIBILITIES/DELIVERABLES OF THE SERVICE PROVIDER**

1. Must be able to provide on-site services or must have a mobile clinic service or “clinic on wheels” with an examination room, laboratory services, and other diagnostic tests.
2. Must have at least five (5) branches of diagnostic clinic within the National Capital Region to provide options for the employees where they opt to have their APE done in case they failed to report at the Central office during the scheduled onsite APE which must be available and open to employees from 7:30AM up to 7:30PM (Monday to Sunday) on the duration of the scheduled examinations in case of clinic visits and must have the following:
  - a. Its own fully functional equipment (i.e. X-ray, ECG Machine, 2D echo, and blood chemistry analyzer and other needs for APE services).
  - b. clean and well-maintained facilities (air-conditioned, preferably with two separate comfort rooms for male and female patients).
  - c. Accessibility to Persons with Disability, i.e. ramp and elevator.
3. Must have at least one (1) stand-alone clinic/facility located within Quezon City that is within a 1-3-kilometer radius of the DENR Central office which can accommodate DENR employees who may not be able to avail the scheduled on-site service, and is available and open to employees from 7:30AM up to 7:30PM (Monday to Sunday) on the duration of the scheduled examinations in case of clinic visits and have the following:
  - a. Its own fully functional equipment (i.e. X-ray, ECG Machine, 2D echo, and



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- blood chemistry analyzer and other needs for APE services).
- b. clean and well-maintained facilities (air-conditioned, preferably with two separate comfort rooms for male and female patients).
- c. Accessibility to Persons with Disability, i.e. ramp and elevator.
- 4. The service provider shall facilitate the APE onsite for 10 days and additional 2 days of medical consultation upon the release of result of the APE to ensure social physical distancing and the number of manpower capacity required in the office are met in compliance with IATF rules and regulations, with at least 100 to 150 employees scheduled per day for examination. The Service Provider shall accommodate DENR-Central employees at their any available clinic up to 2 weeks after the last on-site service.
- 5. Must submit a Physical Examination report certified by a registered physician, detailing the physician's findings, patient's history and laboratory results in soft and printed copy directly to the DENR Medical Unit. All medical records, laboratory results and other important information obtained by the Service Provider shall be treated with confidentiality.
- 6. The Service Provider shall secure a signed consent form and waiver of rights from the employees of the right to confidentiality of information between the physician and patient for procedures and examinations undertaken in behalf of the DENR. The written waiver shall include the authorization for the Service Provider to submit to the DENR all documents for incorporation in the health profile of the employees.
- 7. All documents, records, reports, receipts and information about the APE/drug screening, including those recorded in database systems of the Service Provider shall be the property of the DENR.
- 8. The Service Provider is required to submit the following to the DENR Medical Unit in accordance with the prescribed period:
  - a. Report of positive drug screening test two (2) days after the scheduled date
  - b. Hard copies of the APE results (in duplicate forms) and the consolidated report in a sealed package within seven to ten (7 - 10) working days after the scheduled testing.
  - c. The service provider shall not use or disclose such confidential information, or any part thereof, in any manner other than what is/are necessary to perform its services under this Agreement or as required by law.
- 9. The conduct of APE shall commence on a scheduled date as agreed upon by DENR and the Service Provider.
- 10. The service provider shall be responsible for proper disposal of all hazardous waste material after every activity.

**VI. RESPONSIBILITIES OF DENR MEDICAL UNIT**

- 1. The DENR Medical Unit shall provide a list of employees for every scheduled Annual Physical Examination for both on-site and clinic visit.
- 2. The DENR has the right to deny entry of any personnel from the service provider manifesting COVID-19 symptoms at the time of the scheduled APE as well as issue a stoppage order of the conduct of APE if needed, and the DENR will not be accountable for any expenses incurred related to the re-scheduling of on-site APE.



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**VII. CONTRACT DURATION**

The winning bidder shall provide service for the DENR Central Employees at the DENR Central Office, Visayas Avenue, Diliman Quezon City on the scheduled dates as agreed upon by DENR and the awarded service provider and will remain in effect until December 2024.

**VIII. TERMS OF PAYMENT**

DENR shall pay the service provider for the services only after the issuance of Certificate of Completion. The payments for the services will be done as stated in the table below.

| Timeline  | Deliverables  | Percentage Amount of Contract Price to be released as payments                      | Documentary Requirements   |
|---|---|---|--|
| <ul style="list-style-type: none"> <li>- 10 days APE on-site, simultaneous walk-in at any of their available clinics and 2 days additional on-site medical consultation upon release of APE result and,</li> <li>- 2 weeks APE walk-in at any available clinic of Service Provider after the last on-site service upon agreed schedule until December 2024</li> </ul> | <ul style="list-style-type: none"> <li>- Conducted APE test/procedure</li> <li>- Conducted Medical Consultation after release of APE results</li> <li>- Service provider shall email a soft copy of the list of employee numbers subject to Billing Invoice</li> <li>- Hard copies of APE results</li> <li>- Must submit a Physical Examination report certified by the registered physician.</li> <li>- Submit a report of positive drug screening test</li> </ul> | <p>Actual number of APE conducted or 700 pax guaranteed whichever is applicable</p> | <ul style="list-style-type: none"> <li>• Certificate of Completion</li> <li>• Statement of Account</li> <li>• Billing Invoice</li> <li>• Transmittal list</li> </ul> |



**PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER.**

(page 5 of 6)

Prepared By:

ARIES JOSHUA M. ALVAREZ  
Information Officer

Reviewed By:

PALMA R. GUNDRAN, MD  
Head, Medical Unit

Approved By:

MIRIAM M. MARCELO  
OIC Director, Human Resource Development  
Service



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**B. OTHER REQUIREMENTS**

1. Bidder has no overdue deliveries or unperformed services intended for DENR.
2. Bidder did not participate as a consultant in the preparation of the design or technical specification of the GOODS/SERVICES subject of the bid.

**BIDDER'S UNDERTAKING**

*I/We, the undersigned bidder, having examined the Bidding Documents including Bid Bulletins, as applicable, hereby BID to (supply/deliver/perform/comply) the above Terms of Reference*

*I/We undertake, if our bid is accepted, to deliver the goods/services in accordance with the terms and conditions contained in the bid documents, including the posting of the required performance security within ten (10) calendar days from receipt of the Notice of Award.*

*Until a formal contract/order confirmation is prepared and signed, this Bid is binding on us.*

\_\_\_\_\_

**Name of Company (in print)**

\_\_\_\_\_

**Signature of Company Authorized Representative**

\_\_\_\_\_

**Name & Designation (in print)**

\_\_\_\_\_

**Date**



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



**PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER.**

(page 1 of 1)

**Technical Specifications**

**Instruction to Bidders:** *Please fill up the form accordingly and sign the Bidder's Undertaking. Failure to conform will result in a rating of "FAILED".*

| Technical Requirements   | *Bidder's Statement of Compliance |
|--|-----------------------------------|
| PROCUREMENT OF SERVICES FOR THE CONDUCT OF ANNUAL PHYSICAL EXAMINATION OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO) PER TERMS OF REFERENCE AS OF 21 AUGUST 2023 |                                   |

**I hereby certify to comply with the above Technical Specifications.**

\_\_\_\_\_  
**Name of Company (in print)**

\_\_\_\_\_  
**Signature of Company Authorized Representative**

\_\_\_\_\_  
**Name & Designation (in print)**

\_\_\_\_\_  
**Date**

*\*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 Bidders 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 provisions of ITB a(ii) and/or GCC Clause (iii)*



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

**DENR BIDS AND AWARDS COMMITTEE**

**CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS**

**Project: PROCUREMENT OF SERVICES FOR THE CONDUCT OF ANNUAL PHYSICAL EXAMINATION OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)**

**Bid Ref. No. DENR-CO-2024-050**

**APPROVED BUDGET FOR THE CONTRACT: P1,400,000.00**

**ENVELOPE 1: TECHNICAL COMPONENT**

**CLASS "A" DOCUMENTS**

**A. LEGAL DOCUMENTS**

- (a) Valid and current **Certificate of PhilGEPS Registration (Platinum Membership)** (all pages) *in accordance with Section 8.5.2 of the IRR* (pursuant to GPPB Resolution No. 15-2021, dated 14 October 2021);

**B. TECHNICAL DOCUMENTS**

- (b) Statement 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 (per **Annex I**);

- (c) Statement of the Bidder's Single Largest Completed Contract (SLCC) of similar nature within the last five (5) years from date of submission and receipt of bids equivalent to at least fifty (50%) of the total ABC (per **Annex I-A**)
- Similar in Nature shall mean "Physical Examination"*
- Any of the following documents must be submitted/attached corresponding to listed completed largest contracts per Annex I-A:
- i) Copy of End User's Acceptance; or
  - ii) Copy of Official Receipt/s or Sales Invoice or Collection Receipt/s

- (d) Original Bid Security must be issued in favor of the **DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)** (must be valid for at least 120 calendar days from the date of bid opening); any one of the following forms:

| Project ABC (₱) | Bid Security: Cash, Cashier's/ Manager's Check, Bank Draft / Guarantee, Irrevocable Letter of Credit (2%) (₱) | Bid Security: Surety Bond (5%) (₱) | Original Bid Securing Declaration |
|-----------------|---|------------------------------------|-----------------------------------|
| 1,400,000.00    | 28,000.00   | 70,000.00                          | No required Amount                |

1. Bid Securing Declaration per **Annex II**;
2. The Cashier's/Manager's Check shall be issued by a Local, Universal or Commercial Bank
3. The Bank Draft/Guarantee or Irrevocable Letter of Credit shall be issued by a Local Universal or Commercial Bank; or
4. Should bidder opt to submit a Surety Bond as Bid Security, the surety bond must be callable on demand and must be issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such bond. Together with the surety bond, a certification from Insurance Commission must be submitted by the bidder which must state that the surety or insurance company is specifically authorized to issue surety bonds.
5. For submission of Bank Draft/Guarantee or Irrevocable Letter of Credit or Surety Bond, the following must be stated/specified in the Bid Security pursuant to Section III, ITB Clause 18.5, to wit:

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <p><i>The following are the grounds for forfeiture of Bid Security</i></p> <ul style="list-style-type: none"> <li>▪ <b>IF A BIDDER:</b> <ul style="list-style-type: none"> <li>a) Withdraws its bid during the period of bid validity.</li> <li>b) Does not accept the correction of errors pursuant to Section 32.2.1 of the IRR of RA 9184.</li> <li>c) Fails to submit the Post Qualification requirements within the prescribed period or a finding against their veracity thereof.</li> <li>d) Submission of eligibility requirements containing false information or falsified documents.</li> <li>e) Submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding.</li> <li>f) Allowing the use of one's name, or using the name of another for purposes of public bidding.</li> <li>g) Withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the Lowest Calculated and Responsive Bid.</li> <li>h) Refusal or failure to post the required performance security within the prescribed time.</li> <li>i) Refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification.</li> <li>j) Any documented unsolicited attempt by a bidder to unduly influence the outcome of the bidding in his favor.</li> <li>k) Failure of the potential joint venture partners to enter into the joint venture after the bid is declared as successful.</li> <li>l) All other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.</li> </ul> </li> <li>▪ <b>IF THE SUCCESSFUL BIDDER:</b> <ul style="list-style-type: none"> <li>a) fails to sign the contract in accordance with Section 40 of the Revised IRR of RA 9184; or</li> <li>b) fails to furnish performance security in accordance with Section 40 of the Revised IRR of RA 9184.</li> </ul> </li> </ul> |
| <input type="checkbox"/> | <p>(e) Conformity with Section VI. Schedule of Requirements and Section VII. Technical Specifications, as enumerated and specified in the Bidding Documents.</p>  |
| <input type="checkbox"/> | <p>(f) Original duly signed <b>Omnibus Sworn Statement</b> in accordance with Section 25.3 of the IRR of RA 9184 and using the prescribed form attached as <b>Annex III</b> with attached <b><u>Proof of Authority of the bidder's authorized representative/s:</u></b></p> <ul style="list-style-type: none"> <li>i. <b>FOR SOLE PROPRIETORSHIP (IF OWNER OPTS TO APPOINT A REPRESENTATIVE):</b><br/>Notarized Special Power of Attorney.</li> <li>ii. <b>FOR CORPORATIONS, COOPERATIVE OR THE MEMBERS OF THE JOINT VENTURE:</b><br/>Notarized Secretary's Certificate evidencing the authority of the designated representative/s.</li> </ul> <p><b>Note:</b> <i>Should there be more than one (1) appointed authorized representatives, use the word <u>"any of the following"</u> or <u>"OR"</u>, otherwise, all authorized representatives must sign/initial the bid submission.</i></p> <p><b>IN THE CASE OF UNINCORPORATED JOINT VENTURE:</b> Each member shall submit a separate Special Power of Attorney and/or Secretary's Certificate evidencing the authority of the designated representative/s.</p>  |

**C. FINANCIAL DOCUMENTS**

(g) Net Financial Contracting Capacity (NFCC) computation, in accordance with ITB Clause 5.5, (per **Annex IV**).

The NFCC computation must at least be equal to the ABC of this project. The detailed computation using the required formula must be provided.

**OR**

Original copy of Committed Line of Credit (CLC) per **Annex IV-A** issued by a Local Universal or Local Commercial Bank at least equal to ten percent (10%) of the ABC of this project.

**In case of Joint Venture, the partner responsible to submit the NFCC shall likewise submit the Statement of all its ongoing contracts and the Latest Audited Financial Statements.**

**Class “B” Document: (For Joint Venture)**

**If applicable, For Joint Ventures, Bidder to submit either:**

(i) Copy of the JOINT VENTURE AGREEMENT (JVA) in case the joint venture is already in existence, or

(ii) Copy of Protocol/Undertaking of Agreement to Enter into Joint Venture (**Annex V**) signed by 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 and must be in accordance with Section 23.1 (b) of the IRR

In case the joint venture is not yet in existence, the submission of a valid JVA shall be within ten (10) calendar days from receipt by the bidder of the notice from the BAC that the bidder is the Lowest Calculated and Responsive Bid [Sec 37.1.4 (a) (i)]

(h) **The JVA or the Protocol/Undertaking of Agreement to Enter into Joint Venture (per Annex V) must include/specify the company/partner and the name of the office designated as authorized representative of the Joint Venture.**

**ENVELOPE 2: FINANCIAL COMPONENT**

(a) Completed and signed Financial Bid Form. Bidder must use, accomplish and submit Bid Form (**Annex VI**); **and**

(b) Original of duly signed and accomplished Price Schedule(s) (**Annex VI-A or VI-B**).

The ABC is inclusive of VAT. Any proposal with a financial component exceeding the ABC shall not be accepted.



## ***Section IX. Prescribed/Sample Forms***



**Annex I**

**(Bidder's Company Letterhead)**

**PROCUREMENT OF SERVICES FOR THE CONDUCT OF ANNUAL PHYSICAL EXAMINATION OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)  
Bid Ref. No. DENR-CO-2024-050**

**Approved Budget for the Contract – P1,400,000.00**

**Statement of All Ongoing Government and Private Contracts, including contracts awarded but not yet started, if any, within the Last Three (3) Years**

| <b>NAME OF CLIENT</b> | <b>NAME OF THE CONTRACT</b> | <b>DATE AND STATUS OF THE CONTRACT</b> | <b>KINDS OF GOODS</b> | <b>AMOUNT OF CONTRACT</b> | <b>VALUE OF OUTSTANDING CONTRACTS</b> | <b>DATE OF DELIVERY</b> | <b>PURCHASE ORDER NUMBER/S OR DATE OF CONTRACT/S</b> |
|-----------------------|-----------------------------|--|-----------------------|---------------------------|---------------------------------------|-------------------------|--|
|                       |                             |  |                       |                           |                                       |                         |  |
|                       |                             |  |                       |                           |                                       |                         |  |
| <b>TOTAL</b>          |                             |  |                       |                           |                                       |                         |  |

**CERTIFIED CORRECT:**

\_\_\_\_\_  
**Name & Signature of Authorized Representative**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Date**



**Annex I-A**

**(Bidder's Company Letterhead)**

**PROCUREMENT OF SERVICES FOR THE CONDUCT OF ANNUAL PHYSICAL EXAMINATION OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)  
Bid Ref. No. DENR-CO-2024-050**

**Approved Budget for the Contract – P1,400,000.00**

**Statement of Single Largest Completed Contract of Similar Nature within the Last Five (5) Years from date of submission and receipt of bids**

Single completed contract of similar nature amounting to at least fifty percent (50%) of the ABC;

| <b>NAME OF CLIENT</b> | <b>NAME OF THE CONTRACT</b> | <b>DATE OF THE CONTRACT</b> | <b>KINDS OF GOODS</b> | <b>AMOUNT OF CONTRACT</b> | <b>DATE OF DELIVERY</b> | <b>SALES INVOICE/OFFICIAL RECEIPT NO./COLLECTION RECEIPT NO.&amp; DATE<br/>OR<br/>END USER'S ACCEPTANCE DATE<br/><b>(Please attach)</b></b> |
|-----------------------|-----------------------------|-----------------------------|-----------------------|---------------------------|-------------------------|---|
|                       |                             |                             |                       |                           |                         |   |

**CERTIFIED CORRECT:**

\_\_\_\_\_  
**Name & Signature of Authorized Representative**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Date**



**Annex II**

**PROCUREMENT OF SERVICES FOR THE CONDUCT OF ANNUAL PHYSICAL EXAMINATION OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)  
Bid Ref. No. DENR-CO-2024-050**

**Approved Budget for the Contract – P1,400,000.00**

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

**BID-SECURING DECLARATION**

**To: DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)**

I/We, 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 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<sup>1</sup>, 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 9184; without prejudice to the 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;
  - (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 as the bidder with the Single/Lowest Calculated and 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].

*[Insert NAME OF BIDDER'S  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant*

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

**Annex III**

(Page 1 of 2)

**PROCUREMENT OF SERVICES FOR THE CONDUCT OF ANNUAL PHYSICAL  
EXAMINATION OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-  
CENTRAL OFFICE (DENR-CO)  
Bid Ref. No. DENR-CO-2024-050**

**Approved Budget for the Contract – P1,400,000.00**

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**Omnibus Sworn Statement**

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**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 or authorized representative 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, or 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 *[Name of the Project]* of the *[Name of the Procuring Entity]*, 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 *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)]*;

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 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 Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

**Annex III**

(Page 2 of 2)

**6. Select one, delete the rest:**

*If a sole proprietorship:* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

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

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 in compliance with the Philippine Bidding Documents, which include:
- Carefully examine all of the Bidding Documents;
  - Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
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 following 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 3154 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.

[Insert NAME OF BIDDER'S  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant

**[Jurat]**

[Format shall be based on the latest Rules on Notarial Practice]



**Annex IV**

**(Bidder's Company Letterhead)**

**PROCUREMENT OF SERVICES FOR THE CONDUCT OF ANNUAL PHYSICAL EXAMINATION OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)**

**Bid Ref. No. DENR-CO-2024-050**

**Approved Budget for the Contract – P1,400,000.00**

**NET FINANCIAL CONTRACTING CAPACITY COMPUTATION**  
**(Please show figures at how you arrived at the NFCC)**

Our **Net Financial Contracting Capacity (NFCC)** which is at least equal to the total ceiling price we are bidding is computed as follows:

|   |   |   |          |
|---|---|---|----------|
| <b>CA</b>                                 | = | Current Assets  | ₱        |
| <b>LESS</b>                               |   |   | -        |
| <b>CL</b>                                 | = | Current Liabilities   | ₱        |
|   |   | <b>Sub-total 1</b>  | ₱        |
|   |   |   | X 15     |
|   |   | <b>Sub-total 2</b>  | ₱        |
| <b>LESS</b>                               |   |   | -        |
| <b>C</b>                                  | = | Value of all outstanding or uncompleted portions of the project under on-going contracts, including awarded contracts yet to be started coinciding with the contract for this Project | ₱        |
| <b>NET FINANCIAL CONTRACTING CAPACITY</b> |   |   | <b>₱</b> |

\_\_\_\_\_  
**Name & Signature of Authorized Representative**

\_\_\_\_\_  
**Position / Date**

**Notes:**

- 1) *The value of the bidder's current assets and current liabilities must be based on the latest Audited Financial Statements submitted to the BIR.*
- 2) *The value of all outstanding or uncompleted contracts refers to those listed in **Annex I***
- 3) *The detailed computation using the required formula must be shown as provided for in **Annex IV**.*
- 4) *The NFCC computation must at least be equal to the sum of ABC of the project.*



**Annex IV-A**

Sample Form

(Name of Bank)

**COMMITTED LINE OF CREDIT CERTIFICATE**

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

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**

DENR Main Building, DENR Compound  
Visayas Avenue, Diliman, Quezon City

|                            |   |       |
|----------------------------|---|-------|
| Contract/Project           | : | _____ |
| Company/Firm               | : | _____ |
| Address                    | : | _____ |
| Bank/Financing Institution | : | _____ |
| Address                    | : | _____ |
| Amount                     | : | _____ |

This is to certify that the above Bank/Financing Institution with business address indicated above, commits to provide the (Supplier/Distributor/Manufacturer/Contractor), if awarded the above-mentioned Contract, a credit line in the amount specified above which shall be exclusively used to finance the performance of the above-mentioned Contract subject to our terms, conditions and requirements.

The credit line shall be available within fifteen (15) calendar days after receipt by the (Supplier/Distributor/Manufacturer/Contractor) of the Notice of Award and such line of credit shall be maintained until issuance of Certificate of Acceptance of DENR authorized representative/s.

This Certification is being issued in favor of said (Supplier/Distributor/Manufacturer/Contractor) in connection with the bidding requirement of the Department of Environment and Natural Resources for the above-mentioned Contract. We are aware that any false statements issued by us make us liable for perjury.

This committed line of credit cannot be terminated or cancelled without the prior written approval of the Department of Environment and Natural Resources.

\_\_\_\_\_  
Name and Signature of Authorized Financing Institution Office

\_\_\_\_\_  
Official Designation

**Concurred by:**

\_\_\_\_\_  
Name and Signature of (Supplier/Distributor/Manufacturer/Contractor's) Authorized Representative

\_\_\_\_\_  
Official Designation

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*



**Annex V**  
(Page 1 of 2)

**PROCUREMENT OF SERVICES FOR THE CONDUCT OF ANNUAL PHYSICAL EXAMINATION OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)**  
**Bid Ref. No. DENR-CO-2024-050**  
**Approved Budget for the Contract – P1,400,000.00**

**PROTOCOL/UNDERTAKING OF AGREEMENT TO ENTER INTO JOINT VENTURE**

This **PROTOCOL/UNDERTAKING OF AGREEMENT TO ENTER INTO JOINT VENTURE**, executed by:..... a sole proprietorship/partnership/corporation duly organized and existing under and by virtue of the laws of the Philippines, with offices located at ....., represented herein by its ....., hereinafter referred to as “.....”;  
-and-

..... a sole proprietorship/partnership/corporation duly organized and existing under and by virtue of the laws of the Philippines, with offices located at ....., represented herein by its ....., hereinafter referred to as “.....”;

For submission to the **Bids and Awards Committee** of the **Department of Environment and Natural Resources**, pursuant to **Section 23.1 (b)** of the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

WITNESSETH That:

WHEREAS, the Parties desire to participate as a joint venture in the public bidding that will be conducted by the **Department of Environment and Natural Resources** pursuant to Republic Act No. 9184 and its implementing rules and regulations, with the following particulars:

|                                   |  |
|-----------------------------------|--|
| Bid Reference No.                 |  |
| Name/Title of Procurement Project |  |
| Approved Budget for the Contract  |  |

NOW THEREFORE, in consideration of the foregoing, the Parties undertake to enter into a **JOINT VENTURE** and sign a **Joint Venture Agreement** relative to their joint cooperation for this bid project, in the event that their bid is successful, furnishing the **DENR BAC** a duly signed and notarized copy thereof within **ten (10) calendar days** from receipt of Notice from the BAC that our bid has the lowest calculated responsive bid or highest rated responsive bid (as the case may be).



**Annex V**  
(Page 2 of 2)

For purposes of this bid project, and unless modified by the terms of the Joint Venture Agreement, the following party shall be the authorized representative of the JV:

JV Partner (Name of Company):

\_\_\_\_\_  
Authorized Representative of the JV Partner: (Per attached Secretary's Certificate)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Designation

That furthermore, the parties agree to be bound jointly and severally under the said Joint Venture Agreement;

THAT Finally, failure on our part of enter into the Joint Venture and/or sign the Joint Venture Agreement for any reason after the Notice of Award has been issued by shall be a ground for non-issuance by DENR of the Notice to Proceed, forfeiture of our bid security and such other administrative and/or civil liabilities as may be imposed by DENR under the provisions of R.A. 9184 and its Revised IRR, without any liability on the part of DENR.

This Undertaking shall form an integral part of our Eligibility documents for the above-cited project.

IN WITNESS WHEREOF, the parties have signed this Protocol/Undertaking on the date first above-written.

\_\_\_\_\_  
JV Partner 1's Representative/Authorized Signatory

\_\_\_\_\_  
JV Partner 2's Representative/Authorized Signatory

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*



**Annex VI**

(page 1 of 2)

**PROCUREMENT OF SERVICES FOR THE CONDUCT OF ANNUAL PHYSICAL EXAMINATION OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)  
Bid Ref. No. DENR-CO-2024-050**

**Approved Budget for the Contract – P1,400,000.00**

**Bid Form**

To: **DENR Bids and Awards Committee**  
**DENR-Central Office**  
DENR Main Building, DENR Compound,  
Visayas Avenue, Diliman, Quezon City

Gentlemen and/or Ladies:

I/We, having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin, *if any*, the receipt of which is hereby acknowledge, I/We, the undersigned offer to *supply/deliver/perform the following* in conformity with the said PBDs for the sum specified in the table below 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 applicable taxes, which are itemized herein or in the Price Schedules.

| Description   | Qty. | Total ABC (P) | Financial Bid (P) |                 |
|---|------|---------------|-------------------|-----------------|
|   |      |               | (P) Unit Price    | (P) Total Price |
| PROCUREMENT OF SERVICES FOR THE CONDUCT OF ANNUAL PHYSICAL EXAMINATION OF THE DENR-CO | 1000 | 1,400,000.00  |                   |                 |
| <b>TOTAL BID PRICE (Amount in Words):</b> _____                                       |      |               |                   |                 |

**Note: Please indicate "0" or "-" for item/s offered for free to the DENR. Incomplete financial proposal shall be considered non-responsive and thus, automatically disqualified in accordance with Clause 28.3 (a), ITB of the Bidding Documents.**

If our Bid is accepted, we undertake:

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

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.

I/We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

**Annex VI**

(page 2 of 2)

I/We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of the company as evidences by the attached Secretary's Certificate/Board of Resolution/Special Power of Attorney in the submitted Omnibus Sworn Statement.

I/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.

\_\_\_\_\_  
Name of Company (in print)

\_\_\_\_\_  
Signature of Company Authorized Representative

\_\_\_\_\_  
Name & Legal Capacity (in print)

\_\_\_\_\_  
Duly Authorized to sign for and behalf of:

\_\_\_\_\_  
Date

**Annex VI-A**

(page \_\_ of \_\_)

**PROCUREMENT OF SERVICES FOR THE CONDUCT OF ANNUAL PHYSICAL EXAMINATION OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)  
Bid Ref. No. DENR-CO-2024-050**

**Approved Budget for the Contract – P1,400,000.00**

**Price Schedule for Goods Offered from Within the Philippines**  
*[shall be submitted with the Bid if bidder is offering goods from within the Philippines]*

**For Goods Offered from Within the Philippines**

| 1    | 2           | 3                 | 4        | 5                       | 6   | 7  | 8  | 9                                   | 10  |
|------|-------------|-------------------|----------|-------------------------|---|--|--|-------------------------------------|---|
| Item | Description | Country of origin | Quantity | Unit price EXW per item | Transportation and all other costs incidental to delivery, per item | Sales and other taxes payable if Contract is awarded, per item | Cost of Incidental Services, if applicable, per item | Total Price, per unit (col 5+6+7+8) | Total Price delivered Final Destination (col 9) x (col 4) |
|      |             |                   |          |                         |   |  |  |                                     |   |

\_\_\_\_\_  
Name of Company (in print)

\_\_\_\_\_  
Signature of Company Authorized Representative

\_\_\_\_\_  
Name & Legal Capacity (in print)

\_\_\_\_\_  
Duly Authorized to sign for and behalf of:

\_\_\_\_\_  
Date

**Annex VI-B**

(page \_\_ of \_\_)

**PROCUREMENT OF SERVICES FOR THE CONDUCT OF ANNUAL PHYSICAL EXAMINATION OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)  
Bid Ref. No. DENR-CO-2024-050**

**Approved Budget for the Contract – P1,400,000.00**

**Price Schedule for Goods Offered from Abroad**  
*[shall be submitted with the Bid if bidder is offering goods from Abroad]*

**For Goods Offered from Abroad**

| 1    | 2           | 3                 | 4        | 5   | 6  | 7                                      | 8                                    | 9                                     |
|------|-------------|-------------------|----------|---|--|--|--------------------------------------|---------------------------------------|
| Item | Description | Country of origin | Quantity | Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination) | Total CIF or CIP price per item (col. 4 x 5) | Unit Price Delivered Duty Unpaid (DDU) | Unit price Delivered Duty Paid (DDP) | Total Price delivered DDP (col 4 x 8) |
|      |             |                   |          |   |  |  |                                      |                                       |

\_\_\_\_\_  
Name of Company (in print)

\_\_\_\_\_  
Signature of Company Authorized Representative

\_\_\_\_\_  
Name & Legal Capacity (in print)

\_\_\_\_\_  
Duly Authorized to sign for and behalf of:

\_\_\_\_\_  
Date



**Annex VII**

**(BIDDER’S CLIENT’S COMPANY LETTERHEAD)**

**CERTIFICATE OF PERFORMANCE EVALUATION**

*[To be issued by the **Bidder’s Client** specified in Annex I-A (Single Largest Completed Contract) on the performance of the product supplied / delivered by the prospective bidder]*

This is to certify that           **(NAME OF BIDDER)**           has supplied our company/agency with           **(Name of Product/s)**          . Based on our evaluation on timely delivery, compliance to specifications and performance, warranty and after sales service, we give           **(NAME OF BIDDER)**           a rating of:

- EXCELLENT
- VERY SATISFACTORY
- SATISFACTORY
- POOR

This Certification shall form part of the Post-Qualification Documentary Requirements in line with           **(Name of Bidder)**           participation in the bidding for the **PROCUREMENT OF SERVICES FOR THE CONDUCT OF ANNUAL PHYSICAL EXAMINATION OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)**.

Issued this \_\_\_\_\_ day of \_\_\_\_\_ 2024 in \_\_\_\_\_, Philippines

\_\_\_\_\_  
Name of Company (Bidder’s Client)

\_\_\_\_\_  
Full Name of Authorized Representative

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Tel. No./Fax

\_\_\_\_\_  
E-mail Address



**Annex VIII**

**(Bidder's Company Letterhead)**

**PROCUREMENT OF SERVICES FOR THE CONDUCT OF ANNUAL PHYSICAL EXAMINATION OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)  
Bid Ref. No. DENR-CO-2024-050  
Approved Budget for the Contract – P1,400,000.00**

**COMPANY PROFILE**

COMPANY NAME : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

HEAD OFFICE : \_\_\_\_\_

BRANCH : \_\_\_\_\_

TELEPHONE NUMBER/S : \_\_\_\_\_

HEAD OFFICE : \_\_\_\_\_

BRANCH : \_\_\_\_\_

FAX NUMBER/S : \_\_\_\_\_

HEAD OFFICE : \_\_\_\_\_

BRANCH : \_\_\_\_\_

E-MAIL ADDRESS/ES : \_\_\_\_\_

NUMBER OF YEARS IN BUSINESS : \_\_\_\_\_

NUMBER OF EMPLOYEES : \_\_\_\_\_

LIST OF MAJOR STOCKHOLDERS : \_\_\_\_\_

LIST OF BOARD OF DIRECTORS : \_\_\_\_\_

LIST OF KEY PERSONNEL (NAME & DESIGNATION WITH SIGNATURE) AS AUTHORIZED CONTACT PERSONS FOR THIS PROJECT [at least THREE (3)] : \_\_\_\_\_

**CERTIFIED CORRECT:**

\_\_\_\_\_  
Name & Signature of Authorized Representative

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date