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**Project ID: CIAC-BAC-Goods-EPA-25-03**

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# **BIDDING DOCUMENTS**

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## **EARLY PROCUREMENT ACTIVITY (EPA) PROVISION OF A DEDICATED INTERNET LEASED LINE SERVICE (Under a Three (3) -Year Term)**

**CLARK INTERNATIONAL AIRPORT CORPORATION  
CLARK FREEPORT ZONE, PAMPANGA  
OCTOBER 2024**



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Civil Aviation Complex  
Clark Freeport Zone  
Pampanga, Philippines 2023



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# Preface

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

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

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

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

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

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

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# *Glossary of Acronyms, Terms, and Abbreviations*

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

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

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

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





## **INVITATION TO BID FOR THE EARLY PROCUREMENT OF: PROVISION OF A DEDICATED INTERNET LEASED LINE SERVICE (UNDER A THREE (3)-YEAR TERM)**

1. The *Clark International Airport Corporation (CIAC)*, through the *Corporate Budget of CY 2025* intends to apply the sum of *One Million Three Hundred Forty-Four Thousand Pesos Only (Php 1,344,000.00) VAT-inclusive* being the Approved Budget for the Contract (ABC) for the first year out of the three (3)-year term to payments under the contract for *Provision of a Dedicated Internet Leased Line Service [CIAC-BAC-Goods-EPA-25-03]*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *CIAC* now invites bids for the early procurement of the above Procurement Project. Delivery of the Goods is required *within Fifteen (15) calendar days upon receipt of the Notice to Proceed (NTP) and a contract period of Twelve (12) months with a provision for contract renewal (January to December 2026; January to December 2027) subject to the performance evaluation criteria set by the CIAC*. Bidders should have completed, within *Five (5) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from the *CIAC Regular Bids and Awards Committee (BAC)* and inspect the Bidding Documents at the address given below from *8:00 am to 5:00 pm, Monday to Friday*.
5. A complete set of Bidding Documents may be acquired by interested Bidders starting **29 October 2024 until the deadline for the Submission of Bids** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of *Five Thousand Pesos (Php 5,000.00)* either through direct deposit or bank transfer to any CIAC bank accounts. The CIAC shall allow the bidder to present its proof of payment for the fees in person or through electronic means.

6. The *CIAC* will hold a Pre-Bid Conference on **06 November 2024 (Wednesday), 2:00PM** at the ***CIAC, Corporate Office Building, Clark Civil Aviation Complex, Clark Freeport Zone, Philippines*** and/or through video conferencing via Zoom application which shall be open to prospective bidders. Prospective bidders who are interested to participate in the Pre-Bid Conference shall inform the CIAC-BAC and coordinate with the BAC Secretariat through the email address provided below.
7. Bids must be duly received by the BAC Secretariat through manual submission at the ***CIAC Records Management Division (RMD) Office, Corporate Office Building, Civil Aviation Complex, Clark Freeport Zone, Philippines***, on or before **18 November 2024 (Monday), 2:00PM**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **18 November 2024 (Monday), 2:15PM** at the ***CIAC, Corporate Office Building, Clark Civil Aviation Complex, Clark Freeport Zone, Philippines*** and/or via *video conference (Zoom application)*. The submitted Bids will be opened in the presence of the bidders' representatives who shall be required to attend in the bid opening.
10. The *CIAC* 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.
11. For further information, please refer to:

**OFFICE OF THE BAC SECRETARIAT**

CIAC Corporate Office Building, Clark Civil Aviation Complex,  
Clark Freeport Zone, Philippines 2023  
Telephone Nos.: [+6345] 599-2888 local 182 and 711  
E-mail Address: bacsecretariat@ciac.gov.ph  
Web Address: <http://www.ciac.gov.ph>

12. You may also visit the following websites for other details and for downloading of Bidding Documents:

PhilGEPS: [www.philgeps.gov.ph](http://www.philgeps.gov.ph)  
CIAC: [www.ciac.gov.ph](http://www.ciac.gov.ph)

Date of Issue: **29 October 2024**

**Atty. RUSTICO D. QUIZON III**  
RBAC Chairperson

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

## 1. Scope of Bid

The Procuring Entity, *CIAC* wishes to receive Bids for the *Provision of a Dedicated Internet Leased Line Service (Under a Three (3)-Year Term)*, with identification number [*CIAC-BAC-Goods-EPA-25-03*].

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 *Corporate Budget for CY 2025 (Under Early Procurement Activity)* in the amount of *One Million Three Hundred Forty-Four Thousand Pesos (Php 1,344,000.00), Philippine Peso, VAT inclusive*.

2.2. The source of funding is: *GOCC, the Corporate Operating Budget*.

## 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.*

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address *CIAC, Corporate Office Building, Clark Civil Aviation Complex, Clark Freeport Zone, Philippines* and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB**.

## 9. Clarification and Amendment of Bidding Documents

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

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

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *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 paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## 12. Bid Prices

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

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

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

### **14. Bid Security**

- 14.1. The Bidder shall submit a Bid Securing Declaration 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 *One Hundred Twenty (120) 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 of the first and second components of its Bid and two (2) other copies (Copy 1 and Copy 2) of the first and second components of its Bid.

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

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

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

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

## **17. Opening and Preliminary Examination of Bids**

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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

## **18. Domestic Preference**

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

## **19. Detailed Evaluation and Comparison of Bids**

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



- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows: *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**

- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

## **21. Signing of the Contract**

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

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

# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> <li>a. <i>Those projects related to supply and delivery of internet service.</i></li> <li>b. <i>Completed within Five (5) Years prior to the deadline for the submission and receipt of bids.</i></li> <li>c. <i>Completed a single contract that is similar to this project, equivalent to at least Fifty Percent (50%) of the ABC.</i></li> </ul>
7.1	<i>Subcontracting is not allowed.</i>
12	The price of the Goods shall be quoted DDP to CIAC or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> <li>a. The amount of not less than <i>Twenty-Six Thousand Eight Hundred Eighty Pesos (Php 26,880.00) [(2%) of ABC]</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <i>Sixty-Seven Thousand Two Hundred Pesos (Php 67,200.00) [(5%) of ABC]</i> if bid security is in Surety Bond.</li> </ul>
19.3	<i>Not applicable.</i>
20.2	<p>Only tax returns filed, and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted.</p> <p>The Bidder shall submit Certified True Copy of the following documents filed using the Electronic Filing and Payment System (EFPS):</p> <ul style="list-style-type: none"> <li>a. <b>INCOME TAX RETURN</b>- refer to the latest ITR (BIR Form No. 1702 for Corporation and Partnership) for the Calendar/Fiscal Year 2023; and</li> <li>b. <b>BUSINESS TAX RETURNS</b>- refers to the latest Quarterly VAT Returns (BIR Form No. 2550Q).</li> </ul> <p>Pursuant to the Revenue Memorandum Circular No. 5-2023 dated January 3, 2023, which states that "<b>beginning January 1, 2023, the filing and payment required under this subsection shall be done within twenty-five (25) days following the close of each taxable quarter</b>", and BIR Revenue Memorandum Circular No. 52-2023 dated May 10, 2023, which states that "...VAT-registered taxpayers are no longer required to file the Monthly VAT Declaration (BIR Form 2550M) but will instead file the corresponding</p>

	<p>Quarterly VAT Return (BIR Form No. 2550Q)". In this regard, VAT-registered taxpayers are not required to file the Monthly Value Added Tax Declaration (BIR Form No. 2550M) for transactions starting January 1, 2023 but will instead file the corresponding Quarterly Value Added Tax Return (BIR Form No. 2550Q) within twenty-five (25) days following the close of each taxable quarter when the transactions transpired.</p> <p>For Income Tax Returns:</p> <p>For participants already with an Annual ITR, Latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR.</p> <p>For Latest Business Tax Return:</p> <p>Refers to the Value Added Tax (VAT) or Percentage tax returns covering the previous six months. For those with less than six (6) months of operations, this refers to the monthly business tax return filed to date.</p>
21.2	<b><i>No additional contract documents.</i></b>

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

## 1. **Scope of Contract**

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

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

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

## 2. **Advance Payment and Terms of Payment**

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

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

## 3. **Performance Security**

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

## 4. **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**

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

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

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

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

## *Section V. Special Conditions of Contract*



## Special Conditions of Contract

GCC Clause	
1	<p>The Procuring Entity is <b>CIAC</b>.</p> <p>The Funding Source is:</p> <p>Government of the Philippines (GOP) through Corporate Budget for the CY 2025 in the amount of <b>One Million Three Hundred Forty-Four Thousand Pesos (PHP 1,344,000.00), VAT inclusive</b>.</p> <p>The Procuring Entity's address for Notices is:</p> <p><b>Atty. RUSTICO D. QUIZON III</b>            CIAC-BAC, Chairperson            Through: CIAC BAC Secretariat Office            Corporate Office Building, Clark Civil Aviation Complex, Clark Freeport Zone, Philippines 2023</p> <p>Telephone Nos.: [+6345] 599-2888 local 182 and 711            E-mail Address: bacsecretariat@ciac.gov.ph            Web Address: <a href="http://www.ciac.gov.ph">www.ciac.gov.ph</a></p> <p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <b>CIAC, Corporate Office Building, Clark Civil Aviation Complex, Clark Freeport Zone, Philippines</b>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <b>CIAC (CIAC) Corporate Office Building, Clark Civil Aviation Complex, Clark Freeport Zone, Philippines</b>. 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 Representatives at the Project Site are <b>Mr. Jan Michael A. Lim, Ms. Janice D. Raymundo, and Mr. Allan L. Añonuevo</b>.</p>

	<p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> <li>a. 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. 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> <p><b>Regular and Recurring Services –</b></p> <p>The contract for regular and recurring services shall be subject to a renewal whereby the performance evaluation of the service provider shall be conducted in accordance with Section VII. Technical specifications.</p>
2.2	<p>Pursuant to the DOTr Memorandum dated 10 July 2018 from the Undersecretary for Legal Affairs and Procurement, no advance payment or mobilization fees shall be extended or paid to the service provider, contractor or supplier.</p> <p>The terms of payment shall be as follows: Monthly Payment</p>
4	<p>The inspections and tests that will be conducted are: <i>The actual conditions of the items being delivered and to confirm the specifications as defined in Section VII Technical Specifications.</i></p> <p><b>“Other Condition”</b>  <i>The supplier shall pay taxes in full and on time, failure to do so will entitle the government to suspend payment for any services delivered by the supplier.</i></p>

## *Section VI. Schedule of Requirements*

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

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
1	Provision of an Internet Leased Line Service	Lot	1	Compliant with the technical specifications <i>within Fifteen (15) calendar days upon receipt of the Notice to Proceed (NTP) with a contract period of Twelve (12) months with a provision for contract renewal (January to December 2026; January to December 2027) subject to the performance evaluation criteria set by the CIAC.</i>

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

## Technical Specifications

Item	Specification	Statement of Compliance
<b>INTERNET REQUIREMENT</b>	Deliver a 200 Mbps Dedicated Internet connection.	
	Provide a block of / 27 Public IP addresses.	
	Offer Multi-Router Traffic Grapher (MRTG) access for bandwidth reporting and monitoring.	
	Ensure symmetrical upload and download bandwidth allocation.	
	Deliver the service within fifteen (15) calendar days upon receipt of the Notice to Proceed (NTP).	
	The Internet Service Provider must be a Tier 1 ISP with its own core data network, nationwide domestic fiber optic backbone, and cable landing stations.	
	Utilize an owned pure Fiber End-to-End network, from the Core Network to the last mile facility, without relying on other service providers.	
	Have at least 4.9 Tbps of International IP Port Capacity.	
	Maintain at least 15 unique global Internet upstream partners for IPv4.	
	Support both IPv4 and IPv6 ready networks.	
	Ensure diverse Internet peer connections in Asia (Singapore, Hong Kong, Taiwan, Japan) and the US (Los Angeles).	
	Maintain at least 5 multiple International Internet Gateways / International Points of Presence (POPs).	
	Peer with at least 2 International Exchange Points (IXPs) such as AMS-IX, ANY2, EQUINIX IX, and JPNAP.	
	Peer with at least 3 Local Exchange Points (IXPs) such as PHOpenIX, VIX, GIX, and PHIX.	
	Peer with PHOpenIX with a 100G peering capacity.	

Item	Specification	Statement of Compliance
	Utilize diverse and distributed cable routes using trans-Asia and trans-Pacific submarine cable systems, ensuring redundancy.	
	Operate six (6) Cable Landing Stations in the Philippines for diversity and redundancy.	
	Have at least 4 Content Delivery Networks (CDNs) from well-known providers like Akamai, Netflix, Facebook, and Google.	
	Peer with PHOpenIX, advertising all its prefixes.	
	Maintain more than 25 peering connections with global Internet Service Providers and Content Providers.	
<b>ISP REQUIREMENTS</b>	The network must have full redundancy at the physical level, including core switches and multiple gateway border routers, to ensure guaranteed Quality of Service (QoS).	
	The Service Provider must utilize state-of-the-art DWDM technology for its internet and data solutions.	
	The network should be redundant and geographically connected with an 800G Core Network.	
	It must be diverse and geographically connected via multiple 10G network nodes and Points of Presence (PoPs).	
	The provider must own and operate 20 Domestic Cable Landing Stations that connect the major islands of Luzon, Visayas, and Mindanao.	
	Full BGP routing must be allowed on all available internet backbones; limited or single IP transit gateways to the internet are not acceptable.	
	The provider must build and manage its own domestic fiber optic backbone network to carry traffic for business customers.	
	The service provider must supply the modem for the internet link.	
	The provider must have a nationwide presence.	

Item	Specification	Statement of Compliance
	Must be a telecommunications company.	
	Must own the fiber facility and not depend on other last-mile providers to deliver the service.	
	Must have its own backhaul to meet the service requirements.	
<b>CERTIFICATES</b>	Must possess an NTC Tier 1 certification, permit, license, or authority.	
	Must peer with PHOpenIX with a 100G peering capacity.	
	Must be a member of the Metro Ethernet Forum with MEF 2.0 Certification.	
<b>SERVICE LEVEL AGREEMENT</b>	Provide dedicated internet access via end-to-end pure fiber optic cable with a minimum of 99.7% service availability for circuit availability.	
	Ensure core network availability of 99.96%.	
	Maintain latency of no more than 70 ms for domestic connections and 200 ms to the US, with packet loss not exceeding 1%. Origin/Destination Latency (in milliseconds) PH POP to US POP <= 200ms PH POP to ASIA POP <= 70ms DOMESTIC LUZON <= 10ms DOMESTIC VISAYAS <= 15ms DOMESTIC MINDANAO <= 25ms NATIONWIDE <= 35ms	
	Offer 24/7 technical assistance and customer service accessible via phone and email.	
	Provide 24/7 Service Desk and Field Engineer support.	
	Mean Time to Respond/Restore. Ticket Creation from time of report 0 <= 30 mins Field Dispatch	

Item	Specification	Statement of Compliance
	0 <= 2 hours	
	Dispatch field technicians when issues cannot be resolved through remote troubleshooting.	
	Provide necessary status updates following the issuance of a trouble ticket. <ul style="list-style-type: none"> <li>• Severity 1 – Hard down or No Connection (1 hour)</li> <li>• Severity 2 – Intermittent / Slow Connection (2 hours)</li> <li>• Severity 3 – Non-service affecting (3 hours)</li> </ul>	
	The service provider must submit a detailed escalation matrix and restoration procedure for network or service outages, including contact details. <ul style="list-style-type: none"> <li>• Level 1 - Service Desk</li> <li>• Level 2 – Two (2) hours after reporting to Service Desk</li> <li>• Level 3 – Four (4) hours after reporting to Service Desk</li> <li>• Level 4 – Eight (8) hours after reporting to Service Desk</li> <li>• Level 5 – Twelve (12) hours after reporting to Service Desk</li> </ul>	
<b>MAINTENANCE</b>	The Service Provider must issue activity notices for essential network maintenance, enhancement programs, and emergency activities that may impact operations. <ul style="list-style-type: none"> <li>• Scheduled Activity – Fourteen (14) days notice period</li> </ul>	
<b>TERMINATION OF CONTRACT</b>	CIAC reserves the right to terminate the connection before the contract expires, provided due notice is given to the SUPPLIER.	
	If the SUPPLIER fails to meet SLA commitments for five (5) consecutive days, it shall be grounds for contract termination.	
	The SUPPLIER is prohibited from	



<b>Item</b>	<b>Specification</b>	<b>Statement of Compliance</b>
	suspending or terminating the internet service due to non-payment of monthly charges for the duration of the contract.	
<b>CONTRACT DURATION</b>	The SERVICE PROVIDER shall deliver, install and commission any hardware necessary for the Internet service for one (1) year <i>with a provision for contract renewal (January to December 2026; January to December 2027) subject to the performance evaluation criteria set by the CIAC.</i>	
<b>PERFORMANCE EVALUATION</b>	<p>The SERVICE PROVIDER shall be evaluated using the CIAC Performance Criteria – “Annex A.”</p> <p>The SERVICE PROVIDER should maintain a satisfactory level of performance throughout the term of the contract based on the set of CIAC Performance Criteria (as per Appendix 37 the 2016 Revised Implementing Rules and Regulations of RA 9184)</p>	

I hereby certify to comply and deliver all the above requirements:

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Signature over Printed Name  
Authorized Representative

**PERFORMANCE EVALUATION**

A performance evaluation for the renewal of a dedicated internet leased line connection is essential to ensure that the service meets the current and future needs of the business. This evaluation should consider various aspects such as reliability, speed, customer support, and overall service quality.

The duration of the contract to be bid shall be from January 1 to December 31, 2025, with provision for extension, subject to performance evaluation before the end of each contract year based on the set of CIAC Performance Criteria. The Service Provider should maintain a satisfactory level of performance throughout the term of the contract based on the following set of CIAC Performance Criteria:

**PERFORMANCE CRITERIA (Per Appendix 37 the 2016 Revised IRR of RA 9184)**

PERFORMANCE CRITERIA	WEIGHT	PERFORMANCE RATING	WEIGHTED AVERAGE
<b>1. Conformity to Technical Requirements:</b> <ul style="list-style-type: none"> <li>Ensures network infrastructure meets or exceeds industry standards.</li> <li>Adheres to service level agreements (SLAs) with minimal downtime.</li> <li>Continuously upgrades technology to provide the latest services.</li> </ul>	25%		
<b>2. Timeliness in the Delivery of Services:</b> <ul style="list-style-type: none"> <li>Installation of new services within the specified time frame.</li> <li>Quick resolution of service interruptions.</li> <li>Prompt implementation of upgrades and maintenance.</li> </ul>	25%		
<b>3. Behavior of Personnel:</b> <ul style="list-style-type: none"> <li>Personnel are consistently courteous and professional in interactions with client.</li> <li>Staff possess thorough knowledge of products and services.</li> <li>Provides clear and helpful assistance to client.</li> </ul>	20%		
<b>4. Response to Complaints:</b> <ul style="list-style-type: none"> <li>Acknowledges customer complaints within 24 hours.</li> <li>Provides a resolution timeline and follows up to ensure satisfaction.</li> <li>Maintains transparent communication with client during the resolution process.</li> </ul>	20%		
<b>5. Compliance with Set Office Policies for such service:</b> <ul style="list-style-type: none"> <li>Adheres to internal policies and procedures for service delivery.</li> <li>Ensures all actions comply with regulatory and legal requirements.</li> <li>Regularly audits processes to maintain compliance.</li> </ul>	10%		
<b>TOTAL</b>	100%		

Rating Guide: 1 = Poor 2 = Unsatisfactory 3 = Satisfactory 4 = Very Satisfactory 5 = Outstanding

The MIS Department shall evaluate the performance of the Service Provider for the preceding nine (9) months of the contract by adopting the above Performance Criteria. The rating of the Service Provider should not be less than 80% to qualify for the continuance of the contract for another year. The result of the performance evaluation is non-appealable. Failure to meet the passing score of 80%, the Service Provider shall not be entitled to the 2<sup>nd</sup> year of the three-year term contract. Thus, the project shall be subjected to a new procurement.

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

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the revised IRR;**
- (b) Pursuant to the Department of Transportation (DOTr) Department Order, the bidder is required to submit a certification, under oath, certifying that said bidder has no pending case(s) against the government.

#### Technical Documents

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

#### Financial Documents

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

### *Class "B" Documents*

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

## II. FINANCIAL COMPONENT ENVELOPE

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

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

- (l) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (m) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

## ***Section IX. Bidding Forms***

**Bid Form for the Procurement of Goods**  
*[shall be submitted with the Bid]*

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**BID FORM**

Date : \_\_\_\_\_  
Project Identification No. : CIAC-BAC-Goods-EPA-25-03

To: *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (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 binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

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

Name and address of agent	Amount or Commission or gratuity	Purpose of Commission or gratuity
---------------------------	----------------------------------	-----------------------------------

_____	_____	_____
_____	_____	_____

(if none, state "None")]

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

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

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 *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

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

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

Legal capacity: \_\_\_\_\_

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

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

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



**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**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

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)

*Note: Under Section 32.2.1.a. Completeness of the bid. Unless the Instructions to Bidders specifically allow partial bids, **bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, bill of quantities, shall be considered non-responsive and, thus, automatically disqualified.** In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a zero (0) or a dash (-) for the said item would mean that it is being offered for free to the Government, except those required by law or regulations to be provided for.*

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

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

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

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

**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**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_ of \_\_\_

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)

*Note: Under Section 32.2.1.a. Completeness of the bid. Unless the Instructions to Bidders specifically allow partial bids, **bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, bill of quantities, shall be considered non-responsive and, thus, automatically disqualified.** In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a zero (0) or a dash (-) for the said item would mean that it is being offered for free to the Government, except those required by law or regulations to be provided for.*

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

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

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

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

## ***Bid Securing Declaration Form***

*[shall be submitted with the Bid if bidder opts to provide this form of bid security]*

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

### **BID SECURING DECLARATION**

**Project Identification No.:** CIAC-BAC-Goods-EPA-25-03

To: *[Insert name and address of the Procuring Entity]*

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 procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the revised IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - 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; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

### **[Jurat]**

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

**Contract Agreement Form for the Procurement of Goods (Revised)** *[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]*

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**CONTRACT AGREEMENT**

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between:

CLARK INTERNATIONAL AIRPORT CORPORATION, a Government-owned and controlled corporation, with principal address at \_\_\_\_\_, represented by it \_\_\_\_\_, who is authorized for this purpose by the Board of Directors through \_\_\_\_\_, Series of \_\_\_\_\_, evinced by Secretary's Certificate dated \_\_\_\_\_, a copy of which is attached as Annex \_\_\_\_\_ and made an integral part of this document, hereinafter referred to as the PROCURING ENTITY;

and

\_\_\_\_\_, a corporation organized and registered with the Securities and Exchange Commission, and existing under the laws of the Republic of the Philippines, with office address at \_\_\_\_\_, represented herein by its \_\_\_\_\_, who is authorized to sign this agreement under the Secretary's Certificate dated \_\_\_\_\_, attached herewith as Annex "B", hereinafter referred as the SUPPLIER;

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
  - i. Philippine Bidding Documents (PBDs);
    - i. Schedule of Requirements;
    - ii. Technical Specifications;
    - iii. General and Special Conditions of Contract; and
    - iv. Supplemental or Bid Bulletins, if any
  - ii. Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;

- iii. Performance Security;
- iv. Notice of Award of Contract; and the Bidder's conforme thereto; and
- v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.

4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

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

*[Insert Name and Signature]*

*[Insert Name and Signature]* *[Insert*

*[Insert Signatory's Legal Capacity]*

*Signatory's Legal Capacity]* for:

for:

*[Insert Name of Supplier]*

*[Insert Procuring Entity]*

### **Acknowledgment**

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

**Omnibus Sworn Statement (Revised)**  
*[shall be submitted with the Bid]*

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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 the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing 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 obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

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

**AFFIDAVIT OF NO PENDING CASE**

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:

1. That I am the *[State position in the company]* of *[Name of Company or Bidder's Name]* with office address at *[State office address]*;
2. That no pending civil, criminal and/or administrative case/s has been filed by the Government of the Republic of the Philippines against *[Name of Company or Bidder]* in any forum;
3. That I am executing this statement as part of the eligibility requirement for the project *[State project title]*; and
4. That in the event of finding against the veracity hereof shall constitute a ground for the automatic disqualification of *[Name of Company or Bidder]* for the project *[State project title]*.

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

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory  
(Affiant's name and signature)

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

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

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

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



**Statement of all on-going Government & Private Contracts including contracts awarded but not yet started, which are similar or not similar in nature and complexity to the contract to be bid**

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

Business Address: \_\_\_\_\_

Name of Contract	a. Owner's Name b. Address c. Telephone Nos. d. Date of Contract e. Contract Duration	Nature of Work	Contractor's Role		a. Total contract value at award b. Estimated completion time	a. Percentage of planned and actual accomplishment, if applicable b. Value of outstanding works, if applicable
			Description	%		
<b>Government</b>						
<b>Private</b>						

Submitted by : \_\_\_\_\_  
(Printed Name & Signature)

Designation : \_\_\_\_\_

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

**Statement of the Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid**

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

Business Address: \_\_\_\_\_

Name of Contract	a. Owner's Name b. Address c. Telephone Nos. d. Date of Contract e. Contract Duration	Nature of Work	Contractor's Role		a. Total contract value at award b. Date of completion c. Total contract value at completion	a. Percentage of planned and actual accomplishment, if applicable b. Value of outstanding works, if applicable
			Description	%		
<b>Government</b>						
<b>Private</b>						

Note: This statement shall be supported with End-user's acceptance or official receipt(s) issued for the contract. During the post-qualification, the BAC may request for documents for additional proof.

Submitted by : \_\_\_\_\_  
(Printed Name & Signature)

Designation : \_\_\_\_\_

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

## DATA PRIVACY NOTICE

Any personal and sensitive personal information of the members of the Clark International Airport Corporation that may be obtained from this bidding document shall be covered by the provisions of the Data Privacy Act of 2012 and its Implementing Rules and Regulations.

You may access the Data Privacy Policy of the CIAC at:

