

# Procurement of Lease of Service Vehicle for Two (2) Years under ITB No. PB21-05-003ILOa-10

Philippine Amusement and Gaming Corporation  
(PAGCOR)

**Sixth Edition**  
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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 PROCUREMENT OF LEASE OF SERVICE VEHICLE FOR TWO (2) YEARS UNDER ITB No. PB21-05-003ILOa-10**

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1. The Philippine Amusement and Gaming Corporation (PAGCOR), through the PAGCOR's Corporate Budget for CY 2021 intends to apply the sum **One Million Five Hundred Eighty Seven Thousand One Hundred Ninety Nine Pesos and 92/100 (PhP1,587,199.92)**, VAT Exclusive, Zero-Rated Transaction, being the total ABC to payments under the contract for the Procurement of Lease of Service Vehicle for Two (2) Years under ITB No. PB21-05-003ILOa-10.

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The PAGCOR now invites bids for the above Procurement Project. The complete schedule of deliveries is provided in the Section VI (Schedule of Requirements) of the Bidding Documents which will commence from the date of receipt by the winning supplier of the Notice to Proceed for a period of Two (2) Years. 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 PAGCOR and interested bidders may inspect and obtain further information from the Procurement Section (PS), as the BBAC Secretariat, of PAGCOR and/or inspect the Bidding Documents at the Casino Filipino – Ilocos Norte, Second Floor (2<sup>nd</sup> Flr), Viven Hotel, San Nicolas, Ilocos Norte during office hours of PAGCOR from Monday to Friday 1:00PM to 8:00PM.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **October 28, 2021 to November 22, 2021** from the given address and

website(s) below upon payment of **Five Thousand Pesos (PhP5,000.00)** for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB.

PAGCOR shall allow the bidder to present its proof of payment for the fees either in person, by facsimile, or through electronic means.

Prospective bidders may also download the Bidding Documents free of charge from [www.pagcor.ph](http://www.pagcor.ph) and [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and may be allowed to submit bids provided that bidders pay the applicable fee of the Bidding Documents not later than the deadline for the submission and receipt of bids.

In effecting payment for the Bidding Documents, prospective bidders shall present either the Payment Slip, which may be secured from the PS, or a copy of this Invitation to Bid (ITB) to PAGCOR's Cashier, located at the Casino Filipino – Ilocos Norte, Second Floor (2<sup>nd</sup> Flr), Viven Hotel, San Nicolas, Ilocos Norte.

6. The PAGCOR will hold a **Pre-Bid Conference on November 11, 2021 Thursday, 2:00PM** at the Casino Filipino – Ilocos Norte, Second Floor (2<sup>nd</sup> Flr), Viven Hotel, San Nicolas, Ilocos Norte OR through Video Conference via Zoom platform, which shall be open to prospective bidders. You may send the request for provision of Zoom Meeting credentials thru [Benito.Motano@pagcor.ph](mailto:Benito.Motano@pagcor.ph) before the scheduled meeting.
7. Bids must be duly received by the BAC Secretariat through manual submission on or before **November 22, 2021, Monday, 1:45PM** at the Casino Filipino – Ilocos Norte, Second Floor (2<sup>nd</sup> Flr), Viven Hotel, San Nicolas, Ilocos Norte. 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 **November 22, 2021, Monday, 2:00PM** onwards at the at the Casino Filipino – Ilocos Norte, Second Floor (2<sup>nd</sup> Flr), Viven Hotel, San Nicolas, Ilocos Norte. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. Bidders shall bear all costs associated with the preparation and submission of their bids, and PAGCOR will in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

Bidders should note that PAGCOR will only accept bids from those that have paid the applicable fee for the Bidding Documents.

PAGCOR assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of their bids.

In accordance with Government Procurement Policy Board (GPPB) Circular 06-2005 - Tie-Breaking Method, the Bids and Awards Committee (BAC) shall use a non-discretionary and non-discriminatory measure based on sheer luck or chance, which is "DRAW LOTS," in the event that two (2) or more bidders

have been post-qualified and determined as the bidder having the Lowest Calculated Responsive Bid (LCRB) to determine the final bidder having the LCRB, based on the following procedures:

- a) In alphabetical order, the bidders shall pick one rolled paper.
  - b) The lucky bidder who would pick the paper with a “CONGRATULATIONS” remark shall be declared as the final bidder having the LCRB and recommended for award of the contract.
11. The PAGCOR reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
  12. For further information, please refer to:

**BENITO S. MONTANO**

Procurement Officer I

Procurement Section (PS)

Philippine Amusement and Gaming Corporation

Casino Filipino – Ilocos Norte, Second Floor (2ndFlr),

Viven Hotel, San Nicolas, Ilocos Norte

Tel. No: (077) 600-0678

[www.pagcor.ph](http://www.pagcor.ph)

13. You may visit the following websites:

For downloading of Bidding Documents: [www.pagcor.ph](http://www.pagcor.ph) or [www.philgeps.gov.ph](http://www.philgeps.gov.ph)

Date of Issue: **October 28, 2021**

**(SGD.) ATTY. STEPHANIE MARIZ C. KHAN**

Vice-Chairperson

BRANCH BIDS AND AWARDS COMMITTEE (BBAC)

CASINO FILIPINO – ILOCOS NORTE

MMP/CDN/RBD/BSB/ksm08182021

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

## 1. Scope of Bid

The Procuring Entity, Philippine Amusement and Gaming Corporation (PAGCOR), wishes to receive Bids for the **Procurement of Lease of Service Vehicle for Two (2) Years under ITB No. PB21-05-003ILOa-10** with a total Approved Budget for the Contract (ABC) in the amount of **One Million Five Hundred Eighty Seven Thousand One Hundred Ninety Nine Pesos and 92/100 (PhP1,587,199.92)**, VAT Exclusive, Zero-Rated Transaction.

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 CY 2021 in the amount of **One Million Five Hundred Eighty Seven Thousand One Hundred Ninety Nine Pesos and 92/100 (PhP1,587,199.92)**, VAT Exclusive, Zero-Rated Transaction.
- 2.2. The source of funding is the Corporate Operating Budget – PAGCOR's Corporate Budget for CY 2021.

## 3. Bidding Requirements

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

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

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

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

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

## 5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at least fifty percent (50%) of the ABC in the amount of **Seven Hundred Ninety Three Thousand Five Hundred Ninety Nine Pesos and 96/100 (PhP793,599.96)**.
- 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 at its physical address **OR** through Video Conference via Zoom platform 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 three (3) 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 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 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 for one hundred twenty (120) calendar days from the date of the Submission, Opening and Preliminary Examination 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.

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 at its physical address 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 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 One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.
- 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/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**

<b>ITB Clause</b>	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> <li>a. <b>Lease of Passenger Van</b></li> <li>b. Completed within <b><u>five (5) years</u></b> prior to the deadline for the submission and receipt of bids.</li> </ol>
5.4	<p>The Bidder must have completed, <b>within five (5) years</b>, a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC in the amount of <b>Seven Hundred Ninety Three Thousand Five Hundred Ninety Nine Pesos and 96/100 (PhP793,599.96)</b>.</p>
7.1	<p>No portion of the contract shall be sub-contracted.</p>
12	<p>The price of the Goods shall be quoted DDP or the applicable International Commercial Terms (INCOTERMS) for this Project at the delivery site, Casino Filipino – Ilocos Norte, Second Floor (2<sup>nd</sup> Flr), Viven Hotel, San Nicolas, Ilocos Norte.</p>
12.1(a) (iii)	<p>Bidders shall submit the following:</p> <ol style="list-style-type: none"> <li>1. Section VI. Schedule of Requirements;</li> <li>2. Conformity with technical specifications as enumerated and specified in Section VII (Technical Specifications) of the Bidding Documents.</li> <li>3. Must provide original or downloaded copies of the brand and model being offered of any of the following: <ol style="list-style-type: none"> <li>a) Brochures</li> <li>b) Operation/Parts/Service Manuals with Technological diagram or</li> <li>c) Other Product Literature in English Text</li> </ol> </li> </ol> <p>Should the bidder opt to provide electronic copies, they must likewise submit a table of contents with the corresponding link/s for each item/s therein.</p>

14.1	Bidders shall submit a Bid Securing Declaration or a Bid security issued in favor of PAGCOR in any of the prescribed form and amount:		
<p>a) Cash, cashier's/ manager's check issued by a Universal or Commercial Bank;</p> <p>b) Bank draft/ guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank</p> <p>[at least Two Percent (2%) of the ABC]</p>	<p>c) Surety Bond, callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission authorized to issue said security specific for the project</p> <p>[at least Five Percent (5%) of the ABC]</p>	<p><b>Bid Securing Declaration as provided in Section IX hereof (Bidding Forms)</b></p> <p>[No percentage required]</p>	
<b>Php31, 744.00</b>	<b>Php79,360.00</b>	<p>No amount required.</p> <p>Template is provided under Section IX (Bidding Forms) of this Bidding Documents</p>	
14.1(a)	<p>The bid security may be forfeited:</p> <p>(a) if a Bidder:</p> <p>(i) Withdraws its bid during the period of bid validity specified in ITB Clause 17;</p> <p>(ii) Does not accept the correction of errors pursuant to ITB Clause 28.3(b);</p> <p>(iii) Has a finding against the veracity of any of the documents submitted as stated in ITB Clause 29.2;</p> <p>(iv) Submits eligibility requirements containing false information or falsified documents;</p> <p>(v) Submits 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;</p> <p>(vi) Allows the use of one's name, or using the name of</p>		

	<p>another for purposes of public bidding;</p> <ul style="list-style-type: none"> <li>(vii) Withdraws a bid, or refuses 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>(viii) Refuses or fails to post the required performance security within the prescribed time;</li> <li>(ix) Refuses 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>(x) Commits any documented attempt to unduly influence the outcome of the bidding in his favor;</li> <li>(xi) Fails to enter into the joint venture of the potential joint venture partners after the bid is declared successful; or</li> <li>(xii) Commits 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> <p>(b) if the successful Bidder:</p> <ul style="list-style-type: none"> <li>(i) Fails to sign the contract in accordance with ITB Clause 32; or</li> <li>(ii) Fails to furnish performance security in accordance with ITB Clause 33.</li> </ul>
15.1	<p>The address for submission of bids is Casino Filipino – Ilocos Norte (Conference Room), Second Floor (2<sup>nd</sup> Flr), Viven Hotel, San Nicolas, Ilocos Norte.</p> <p>The deadline for submission of bids is <b>November 22, 2021, Monday at 1:45PM.</b></p>
15.1(a)	<p>The place of bid opening is Casino Filipino – Ilocos Norte (Conference Room), Second Floor (2<sup>nd</sup> Flr), Viven Hotel, San Nicolas, Ilocos Norte.</p> <p>The date and time of bid opening is <b>November 22, 2021, Monday at 2:00PM.</b></p>
16	<p>The Performance Security shall be denominated in Philippine Pesos and posted in favor of PAGCOR in an amount not less than the percentage of the total contract price in accordance with the following schedule:</p>

	Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
	a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Five percent (5%)
	b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
	c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security specific for the contract awarded.	
	<p>In case the successful supplier/contractor posted a Bid Security in the form of Cash, Cashier's or Manager's Check, the same may be utilize as additional payment to complete the amount of the performance security.</p> <p>The Performance Security shall remain valid during the entire contract duration and shall be released only after the issuance of the Certificate of Final Acceptance [issuance of the Inspection and Acceptance Report (IAR)]; Provided that PAGCOR has no claims filed against the contract awardee or the surety or insurance company and it has no claims for labor and materials filed against the contractor.</p>	
19.3	<p>Partial bid is not allowed. The Goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</p> <p>In all cases, the NFCC computation, if applicable, must be sufficient to the ABC or contract to be awarded to the Bidder.</p>	
20.2	<p>Within a non-extendible period of five (5) calendar days from receipt by the bidder of the notice from the BAC that it submitted the Lowest Calculated Bid (LCB)/Single Calculated Bid (SCB), the Bidder shall submit the following:</p> <ol style="list-style-type: none"> <li>1. In case the bidder is registered in PhilGEPS under the Platinum membership category, a valid PhilGEPS Registration Certificate; and</li> <li>2. Latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS),</li> </ol>	

	<p>In accordance with Executive Order (E.O.) No. 398, Revenue Regulation (R.R.) No. 03-2005 and Revenue Memorandum Circular (RMC) 16 – 2005, the above-mentioned tax returns shall refer to the following:</p> <p>a. Latest Income Tax Return (ITR) shall be the ITR for the preceding year, whether calendar or fiscal:</p> <ul style="list-style-type: none"> <li>❖ <i>For <b>Revenue Memorandum Circular No. 17-2019</b> of the Bureau of Internal Revenue’s advisory “Manually filed and paid Income tax through the BIR or in a duly accredited institution in the prescribed Offline eBIRForms 1701 Form (for individual earners, including MIXED Income Earner)” may be accepted, at the discretion of the BBAC, however, provided that the Manual ITR submitted shall be a Certified thru Copy of the BIR, and the bidder having the LCB/SCB shall also submit its previous Income Tax Return filed and paid through the BIR Electronic Filing and Payment System (eFPS);</i></li> <li>❖ <i>For <b>Revenue Memorandum Circular No. 50-2021</b> of the Bureau of Internal Revenue’s advisory “Non-Individual taxpayers, whether eFPS or Non-eFPS Filers, shall use the Offline eBIRForms Package v7.9 (herein referred to as “eBIRForms”) in filing their AITR” may be accepted, at the discretion of the BBAC, however, provided that the Manual ITR submitted shall be a Certified thru Copy of the BIR, and the bidder having the LCB/SCB shall also submit its previous Income Tax Return filed and paid through the BIR Electronic Filing and Payment System (eFPS); and</i></li> </ul> <p>b. Latest Business Tax Returns shall refer to the Value Added Tax (VAT) or Percentage Tax filed and paid covering the previous six (6) months before the date of Submission, Receipt, Opening &amp; Preliminary Examination of Bids.</p> <p>3. <b>Valid and current Certificate of Public Convenience (CPC) OR Certificate Granting Authority to Operate OR Proof of Application/Renewal</b> of shuttle Services or Vehicle for Hire or Car Rental Services issued by LTFRB.</p>
21.2	No additional requirement.

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

## 1. Scope of Contract

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

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

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

## 2. Advance Payment and Terms of Payment

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

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

## 3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than 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**

<b>GCC Clause</b>	
1	<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>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 Sites is <b>Mr. Christian Peter A. Quiambao, CRA, with contact no. (077) 600-0678.</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) 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> <li>e) training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</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>Spare Parts –</b></p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or</p>

distributed by the Supplier:

- a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
- b. in the event of termination of production of the spare parts:
  - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
  - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the costs thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of three (3) years.

Spare parts or components shall be supplied as promptly as possible, but in any case, within one (1) month of placing the order.

#### **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.

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.

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.

**Intellectual Property Rights –**

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.

2.2	<p>The terms of payment shall be as follows:</p> <ol style="list-style-type: none"> <li>a. Payment is within thirty (30) calendar days from the date of receipt of the monthly billing statement / statement of account with complete supporting documents/attachments;</li> <li>b. Payment is VAT Exclusive, ZeroRated Transaction (BIR RMC No. 8-2012);</li> <li>c. Payment shall be net of applicable government- mandated withholding taxes;</li> <li>d. Check payment accompanied by the Expanded Withholding Tax certificate shall be picked-up from <b>PAGCOR</b>'s cashier.</li> </ol>
4	<p>The inspections and tests that will be conducted on the assigned vehicle within seven (7) calendar days before contract effectivity and at random during the contract period are detailed as follows:</p> <ul style="list-style-type: none"> <li>❖ Functionality Test on Door Locks, Fan Blower, Aircon, Audio System, Wiper, Horn, Seatbelt, Lights (instrument panel, gauges, room lamp, headlight, signal light, park light, fog light (if included), brake light, reverse light, hazard light), Electronic Sockets;</li> <li>❖ Drive Test to check Ignition Key Switch, Shift Stick (forward, reverse), Hand Brake, Steering Wheel (left, right), Pedal (clutch, brake, accelerator);</li> <li>❖ Cleanliness Test to physically inspect the Exterior and Interior of the unit;</li> <li>❖ Odor Test to check against unpleasant odor (exhaust and fuel fumes, cigarette smoke, clutch lining, rotten food, spoiled liquid, dead insects and rodents, upholstery);</li> <li>❖ Other tests: <ol style="list-style-type: none"> <li>a. To check if unit are insect-free and have no broken glass windows or windshield;</li> <li>b. To check if upholstery is in good condition.</li> </ol> </li> </ul> <p>Inspection and acceptance shall be conducted by the authorized representatives of the <b>Customer Relations Unit</b> and/or other offices/body authorized by the PAGCOR.</p> <p>The inspections and tests that will be conducted include, but not limited to inspection for the completeness of the requirements in accordance with the required quantity of the procurement requirement and compliance to all parameters of the Technical Specifications/Scope of Work/Terms of Reference at the project site.</p> <p>The goods shall be accepted only by the end user after passing the inspection and acceptance.</p> <p>Non-compliance and/or any identified defects with any parameters of the Technical Specifications and/or delay in the completion or delivery of the requirements based on the provisions of the Schedule of Requirements shall be reported to PAGCOR for appropriate penalties and/or sanctions.</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.

Item No.	Description	Quantity	Total	Delivered, Weeks/Months
1	Procurement of Lease of Service Vehicle for Two (2) Years	1 Lot	One Million Five Hundred Eighty Seven Thousand One Hundred Ninety Nine Pesos and 92/100 (PhP1,587,199.92)	<p>The shuttle service vehicle should commence within thirty (30) calendar days from receipt by the winning supplier of the Notice to Proceed.</p> <p><b>Contract Duration:</b> For a period of Two (2) Years</p> <p><b>Coverage:</b></p> <ul style="list-style-type: none"> <li>• The Service Provider shall provide the service from Monday to Friday or as needed including regular and special holidays except work suspension due to inclement weather or by order of higher authority.</li> <li>• Unlimited mileage</li> <li>• Within Luzon</li> <li>• 11 hours per day (with one hour break). In excess of the 11 hours, overtime pay will be shouldered by PAGCOR based on the standard computation.</li> </ul>

**CONFORME:**

\_\_\_\_\_  
*[Signature of the Authorized Rep.]*

\_\_\_\_\_  
*[in the capacity of] (Please indicate position of Authorized Rep.)*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_  
*(Please indicate name of company)*

## **Section VII. Technical Specification**

Item	Specification	Statement of Compliance
		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. <b>Bidders should likewise indicate the “BRAND” to be offered, if item to be offered is branded. Otherwise, indicate “UNBRANDED / GENERIC”.</b> 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 Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii).

### **Procurement of Lease of Service Vehicle for Two (2) Years under ITB No. PB21-05-003ILOa-10**

Item No.	<u>Brief Description</u>	Quantity/ Unit of Measurement	Statement of Compliance	Brand Name
1	Procurement of Lease of Service Vehicle for Two (2) Years:  ❖ Passenger Van (Leased Vehicle with Driver)	1 Lot		

<b>TERMS OF REFERENCE:</b>	<b>Statement of Compliance</b>
<b>A. Coverage</b>	
1. Number of light vehicle requirements – 1 unit.	
2. <b>PAGCOR</b> , at its option, may change the vehicle with the concurrence and approval of the <b>CONTRACTOR</b> .	
3. Unlimited mileage.	
4. Within Luzon.	
5. 11 hours per day (with one hour break). In excess of the 11 hours, overtime pay will be shouldered	

by <b>PAGCOR</b> based on the standard computation.	
<b>B. Drivers</b>	
1. To be provided by the <b>CONTRACTOR</b> hence, all salaries, allowances and all other legal benefits due to the driver shall be for the account of the <b>CONTRACTOR</b> .	
2. Uniformed, well-groomed and courteous and with good moral character.	
3. With valid professional driver's license with restriction code at least 1 and 2.	
4. Must be at least high school graduate.	
5. Must not be more than 45 years old.	
6. Must be mentally and physically fit to work, duly certified by a physician designated by <b>PAGCOR</b> .	
7. Must have negative findings for prohibited drug use, duly certified by any DOH-accredited drug testing clinic.	
8. Should have NBI clearance or certificate showing that he has no criminal or derogatory record.	
9. Willing to undergo random drug testing by <b>PAGCOR</b> . A driver who will be found positive for prohibited drug use shall be replaced by the <b>CONTRACTOR</b> immediately upon receipt of notice from <b>PAGCOR</b> .	
10. Must have at least a two (2) year driving experience.	
<b>C. Other Personnel of Service Provider</b>	
1. A point person and alternate, with support team, from the <b>CONTRACTOR</b> , shall be designated as the over-all in charge of <b>PAGCOR</b> 's vehicle requirements and shall be the contact person of the <b>CONTRACTOR</b> .	
2. They shall be responsible in coordinating the scheduled trips to ensure timely delivery of services and shall see to it that the vehicle requirements of <b>PAGCOR</b> are satisfied/delivered, including other related concerns that need to be addressed.	
<b>D. Insurance</b>	
1. The vehicle should be covered by a comprehensive insurance including passenger liabilities insurance for the entire duration of the contract.	
<b>E. Route Management</b>	
1. <b>CONTRACTOR</b> shall be responsible in the proper selection of the shortest and safest path to take when serving <b>PAGCOR</b> requirements.	
<b>F. Health and Safety Management</b>	
1. Use of safety automotive device, such as, but not	

limited to seatbelts, first aid kit and fire extinguisher.	
2. Quality control of vehicle prior release to <b>PAGCOR</b> .	
<b>G. Vehicle Features</b>	
1. 2019-year model and up	
2. Fully centralized air-conditioned	
3. ABS / airbags	
4. Tint	
5. Radio am / fm	
6. Euro 4 and above emission standard	
7. Original left-hand drive (not converted)	
8. Equipped with any two-way communication device (cellular phone or two-way radio)	
9. The <b>CONTRACTOR</b> shall provide vehicle with the following specifications:	
<b>MOTOR VEHICLE SPECIFICATIONS:</b>	
Passenger Van	<ul style="list-style-type: none"> <li>• A large four-wheel enclosed vehicle intended for conveying passengers and/or hauling cargo, traditionally having four (4) doors (two (2) side doors for the driver and front passengers, at least a passenger side sliding door and a tailgate). The seating capacity ranges from eight to fifteen (8-15) passengers, including the driver. It has several rows of folding or removable seats behind the front passenger seat.</li> <li>• Overall Dimensions (mm) (Length x Width x Height) 4,840 x 1,880 x 2,105 or 5,265 x 1,950 x 1,990 or 5,915 x 1,950 x 2,280 or 4,695 x 1,695 x 1,980 or 4,695 x 1,695 x 2,240</li> </ul>
	Statement of compliance: _____  Brand and Model Offered: _____
<b>H. Repairs and Maintenance</b>	
1. Repairs and maintenance of the vehicle shall be for the account of the <b>CONTRACTOR</b> .	
<b>I. Vehicle Breakdown</b>	
1. In case of vehicle breakdown, the <b>CONTRACTOR</b> must provide an immediate replacement of a similar or better unit within twenty four (24) hours at no cost to <b>PAGCOR</b> . If no replacement is provided that meets the conditions above, an appropriate amount shall be deducted from the receivables of the <b>CONTRACTOR</b> plus twenty	

percent (20%) of that amount as penalty.	
<b>J. Penalty Charges</b>	
1. Failure of the <b>CONTRACTOR</b> to provide <b>PAGCOR</b> the required vehicle shall result to a penalty in the amount corresponding to the number of days not delivered and shall be deducted from the receivables of the <b>CONTRACTOR</b> .	
2. Since the timely arrival of <b>PAGCOR</b> employees to various destination is a prime consideration in the procurement of lease of vehicles, <b>CONTRACTOR</b> shall also be penalized for the late arrival of its vehicle reckoned from the call time as per dispatch or vehicle schedule for the day an amount equivalent to ¼ of 1% of the monthly lease rate for every minute of delay which shall be deducted from the receivables of the <b>CONTRACTOR</b> .	
<b>K. Fuel</b>	
1. Shall be for the account of <b>PAGCOR</b> .	
2. <b>PAGCOR</b> shall use its own fuel fleet card for gas-up.	
3. The vehicle should be filled-up by the <b>CONTRACTOR</b> to its full tank capacity prior to arrival at <b>PAGCOR</b> 's designated place or assigned pick-up point as evidenced by the fuel tank gauge reading: indicator should be pointed to "F" (full) or equivalent.	
4. <b>PAGCOR</b> shall gas-up the vehicle to its full tank state in the nearest accredited gasoline station to be designated by <b>PAGCOR</b> after the last drop-off point/end of the daily trip.	
5. During the 11-hour trip, the driver of the <b>CONTRACTOR</b> shall stop the engine, key-out and park the vehicle in a secured area while waiting in-between stops.	
<b>L. Toll Fees</b>	
1. <b>PAGCOR</b> shall pay all toll fees during the trip.	
<b>M. Parking Fees</b>	
1. <b>PAGCOR</b> shall pay all parking fees during the trip.	
<b>N. Driver's Meals</b>	
1. Meals and snacks of the driver shall be for the account of the <b>CONTRACTOR</b> .	
<b>O. Vehicle Schedule</b>	
1. Regular schedule shall be from Monday to Friday or as needed including regular and special holidays except work suspension due to inclement weather or by order of higher authority.	

2. <b>PAGCOR</b> shall designate a place where <b>CONTRACTOR</b> vehicle shall report/log-in for random inspecting and full tank checking before they are dispatched to the designated pick-up points.	
3. After the trip, <b>CONTRACTOR</b> vehicle, shall again report to the <b>PAGCOR</b> designated place for log-out/return to full tank state.	
4. A <b>PAGCOR</b> point person shall also be designated by <b>PAGCOR</b> .	
5. Driver's board and lodging and meals of PhP1,200.00 per overnight applicable to out-of-town trips shall be shouldered by <b>PAGCOR</b> .	
<b>P. Contract Duration</b>	
1. The term of the contract shall be for two (2) years.	
<b>Q. Payment Terms</b>	
1. Payment is within thirty (30) calendar days from the date of receipt of the monthly billing statement / statement of account with complete supporting documents/attachments.	
2. Payment is VAT Exclusive, Zero Rated Transaction (BIR RMC No. 8-2012).	
3. Payment shall be net of applicable government-mandated withholding taxes.	
4. Check payment accompanied by the Expanded Withholding Tax certificate shall be picked-up from <b>PAGCOR</b> 's cashier.	
<b>R. Daily Submission</b>	
1. TRIP TICKET duly acknowledged by the passenger shall be submitted to <b>PAGCOR</b> 's authorized representative daily.	
2. It shall be the responsibility of the <b>CONTRACTOR</b> that the TRIP TICKET to be supplied by <b>PAGCOR</b> for this contract of lease is properly and completely filled-up and signed after every trip by the required signatories.	
<b>S. Others</b>	
1. Should have 24/7 availability of on-call assistance / action team to any road or traffic emergency situation such as traffic accidents, breakdown of vehicles, traffic violations, apprehensions, natural calamities and sudden illnesses.	
2. Towing services shall be for the account of the <b>CONTRACTOR</b> .	
<b>T. Conduct of Tests</b>	
The following tests are to be conducted on the assigned vehicle within seven (7) calendar days before contract effectivity and at random during the contract period:	

1. Functionality Test on Door Locks, Fan Blower, Aircon, Audio System, Wiper, Horn, Seatbelt, Lights (instrument panel, gauges, room lamp, headlight, signal light, park light, fog light (if included), brake light, reverse light, hazard light), Electronic Sockets;	
2. Drive Test to check Ignition Key Switch, Shift Stick (forward, reverse), Hand Brake, Steering Wheel (left, right), Pedal (clutch, brake, accelerator);	
3. Cleanliness Test to physically inspect the Exterior and Interior of the unit;	
4. Odor Test to check against unpleasant odor (exhaust and fuel fumes, cigarette smoke, clutch lining, rotten food, spoiled liquid, dead insects and rodents, upholstery)	
5. Other tests: a. To check if unit are insect-free and have no broken glass windows or windshield; b. To check if upholstery is in good condition.	
<b>U. Schedule of Requirements</b>	
1. The shuttle service vehicle should commence within thirty (30) calendar days from receipt by the winning supplier of the Notice to Proceed.	
<b>V. Documents to be submitted by the CONTRACTOR within fifteen (15) calendar days from receipt of the Notice to Proceed</b>	
1. List of pool of drivers;	
2. Driver's Licenses;	
3. NBI Clearance;	
4. <b>CONTRACTOR</b> shall provide <b>PAGCOR</b> the Driver's Medical Certificate indicating fitness to drive and tested negative for prohibited drugs; and	
5. Copies of Comprehensive and Driver's Liability Insurance.	
<b>W. Designated Approving Authority</b>	
1. The Branch Manager/Officer In-Charge shall be the primary approving authority for transportation-related matters.	
2. The Senior Administrative Officer shall be the alternate approving authority for transportation-related matters.	
<b>X. Undertaking of the Supplier</b>	
1. The <b>CONTRACTOR</b> having the Lowest/Single Calculated Bid shall submit within five (5) calendar days from receipt of the Notice as the Lowest/Single Calculated Bid, a <b>valid and current Certificate of Public Convenience</b>	

<p><b><i>(CPC) OR Certificate Granting Authority to Operate OR Proof of Application/Renewal of Shuttle Services or Vehicle for Hire or Car Rental Services issued by LTFRB.</i></b></p>	
<p>2. The <b>CONTRACTOR</b> shall secure all the necessary and applicable permits by all government and regulatory agencies to operate car rental/for hire services.</p>	
<p>3. The <b>CONTRACTOR</b> shall provide vehicle in excellent condition at all times, based on the following:</p> <ul style="list-style-type: none"> <li>• Safe and roadworthy</li> <li>• Well maintained engines and other mechanical parts and tires</li> <li>• Efficient air-conditioning unit, clean and functioning seats</li> <li>• Clean interior/exterior and free from insects, dust, and unpleasant odor.</li> </ul>	
<p>4. The <b>CONTRACTOR</b> warrants assigning driver with a valid professional driver's license with appropriate restriction code, valid NBI Clearance and with medical certificate indicating fitness to driver and tested negative from prohibited drugs.</p>	
<p>5. The <b>CONTRACTOR</b> undertakes to provide courteous, diligent, well-groomed, cautious and responsible driver.</p>	
<p>6. The repairs and maintenance requirements and traffic violation fines shall be for the sole and exclusive account of the <b>CONTRACTOR</b>.</p>	
<p>7. The <b>CONTRACTOR</b> shall solely and exclusively exercise the controls, supervision and discipline of its assigned driver including but not limited to the right to suspend, transfer, terminate or impose disciplinary actions. However, <b>PAGCOR</b> reserves the right to request for the immediate replacement of any of the <b>CONTRACTOR</b>'s assigned driver do not measure up to the standards set by <b>PAGCOR</b>.</p>	
<p>8. The <b>CONTRACTOR</b> shall immediately inform <b>PAGCOR</b> of the impending non-performance of services.</p>	
<p><b>Period for correction of defective item/s:</b> In case of vehicle breakdown, the <b>CONTRACTOR</b> must provide an immediate replacement of a similar or better unit within twenty four (24) hours at no cost to <b>PAGCOR</b>.</p>	

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

# Checklist of Technical and Financial Documents

Each Bidder shall submit one (1) original and three (3) copies of the first and second components of its bid through their duly authorized representatives.

All envelopes shall:

- a. contain the name of the contract to be bid in **capital letters**;

## **PROCUREMENT OF LEASE OF SERVICE VEHICLE FOR TWO (2) YEARS UNDER ITB NO. PB21-05-003ILOa-10**

- b. bear the name and address of the Bidder in capital letters;
- c. be addressed to PAGCOR's BAC with the following details:

### **BRANCH BIDS AND AWARDS COMMITTEE (BBAC) OF CASINO FILIPINO – ILOCOS NORTE PHILIPPINE AMUSEMENT AND GAMING CORPORATION**

- d. bear the specific identification of this bidding process: **ITB No. PB21-05-003ILOa-10**; and
- e. bear a warning **"DO NOT OPEN BEFORE..."** the date and time for the opening of bids.

A sample diagram of the sealing and marking of Bid Envelopes is provided under Section IX (Bidding Forms).

## **I. TECHNICAL COMPONENT ENVELOPE**

### ***Class "A" Documents***

#### Legal Documents

- (a) Valid and updated PhilGEPS Certificate of Registration and Platinum Membership in accordance with Section 8.5.2 of the 2016 Revised IRR of RA 9184, if registered under the Platinum category; Provided that all of the eligibility documents submitted to PhilGEPS are maintained and updated;

**OR**

In case any of the eligibility documents submitted to PhilGEPS is not updated, combination of a PhilGEPS Certificate of Registration and Platinum Membership, with any of the valid/updated Class "A" Eligibility Documents shall be submitted:

1. Securities and Exchange Commission (SEC) Registration Certificate for corporations, partnerships and/or joint ventures, Department of Trade and Industry (DTI) Registration Certificate for sole proprietorship, or Cooperative Development Authority (CDA) Registration Certificate for cooperatives; **AND/OR**
2. Valid Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.

In cases of recently expired Mayor's/Business Permits, it shall be accepted together with the official receipt as proof that the bidder has applied for the renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of the 2016 Revised IRR of R.A. 9184; **AND/OR**

3. Valid Tax Clearance Certificate per Executive Order (E.O.) No. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); **AND/OR**
4. Audited Financial Statements (AFS), stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year. In case the AFS for the preceding calendar year is not yet available, said AFS should not be earlier than two (2) years from the deadline for the Submission and Receipt of Bids.

Provided that the winning bidder are obliged to notify PAGCOR that it was able to ensure that all the aforesaid eligibility documents are current and updated in PhilGEPS at the earliest possible time but not later than the issuance of the Notice to Proceed (NTP).

OR;

In lieu of the PhilGEPS Certificate of Registration and Platinum Membership, bidders shall submit all of the proceeding valid and/or updated Class "A" Eligibility Documents; Provided that the bidder having the LCB/SCB submit/s a valid and updated PhilGEPS Platinum Certificate of Registration and Membership within five (5) calendar days from receipt of the BAC notice of the LCB/SCB during the post-qualification process

1. SEC Registration Certificate for corporations, partnerships and/or joint ventures, DTI Registration Certificate for sole proprietorship, or CDA Registration Certificate for cooperatives; **AND**
2. Valid Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.

In cases of recently expired Mayor's/Business Permits, it shall be accepted together with the official receipt as proof that the bidder has applied for the renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of the 2016 Revised IRR of R.A. 9184; **AND**

3. Valid Tax Clearance Certificate per Executive Order (E.O.) No. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); **AND**
4. AFS stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year. In case the AFS for the preceding calendar year is not yet available, said AFS should not be earlier than two (2) years from the deadline for the Submission and Receipt of Bids.

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.

The Statement of all On-going Government and Private Contracts shall indicate for each contract, the following:

- name of the contract;
- date of the contract;
- contract duration;
- owner's name and address;
- kinds of goods;
- amount of contract and value of outstanding contracts;
- date of delivery (please state estimated date of delivery)

- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, completed within **five (5) years** prior to the deadline for the submission and receipt of bids in the amount equivalent to at least fifty percent (50%) of the ABC in the amount of **Seven Hundred Ninety Three Thousand Five Hundred Ninety Nine Pesos and 96/100 (PhP793, 599.96)**.

The bidder's SLCC similar to the contract to be bid should have been completed within **five (5) years** prior to the deadline for the submission and receipt of bids.

The statement identifying the Single Largest Completed Contract (SLCC) shall indicate for each contract, the following:

- (a) name of the contract;
- (b) date of the contract;
- (c) contract duration;

- (d) owner's name and address;
- (e) kinds of goods;
- (f) amount of completed contracts, adjusted by the bidder to current prices using PSA's consumer price index, if necessary for purposes of meeting the SLCC requirement;
- (g) date of delivery (actual date of delivery for the single largest completed contract); and
- (h) end user's acceptance or official receipt(s) or sales invoice issued for the contract, which shall be attached to the statement of SLCC.

For purposes of post-qualification, bidders are required to attach the entire set of the Contract, Purchase Order or Memorandum of Agreement to the Statement Identifying the SLCC.

Bidders are also required to Include in the aforesaid Statement of All On-going Government and Private Contracts and Statement Identifying the SLCC the following information:

- a) Contact Person; and
- b) Contact Details (telephone/fax/cellphone number and/or email address)

- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;

**OR:**

Original copy of Notarized Bid Securing Declaration; **and**

- (e) Conformity with the Schedule of Requirements (Section VI);
- (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 Special Power of Attorney for sole proprietorships, Notarized Secretary's Certificate/Board Partnership Resolution 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.

Reminder: If the prospective bidder's representative who will attend the Submission, Receipt, Opening and Preliminary Examination of Bids is different from the authorized representative to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, then the prospective bidder can include the name/s of said representative in the above-mentioned proofs of authorization (*e.g., original copy of the duly notarized*

*Secretary's Certificate for corporations, Board/Partnership Resolution for partnerships, corporations, and/or joint ventures or an original copy of the Special Power of Attorney for sole proprietorships, whichever is applicable)*

Financial Documents

- (h) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (i) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);

Bidders must submit a computation of its NFCC, which must be at least equal to the ABC to be bid.

The minimum amount of the NFCC computation is at least **One Million Five Hundred Eighty Seven Thousand One Hundred Ninety Nine Pesos and 92/100 (PhP1,587,199.92)**.

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

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

For purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their audited financial statements prepared in accordance with international financial reporting standards.

**OR:**

A committed Line of Credit from a Universal or Commercial Bank, valid at least ninety (90) calendar days from the date of Submission, Receipt, Opening and Preliminary Examination of Bids, in lieu of its NFCC computation.

If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the total ABC to be bid and valid at least ninety (90) calendar days. If issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank.

The amount of the committed line of credit must be at least in the total amount of **One Hundred Fifty Eight Thousand Seven Hundred Nineteen Pesos and 99/100 (PhP158,719.99)**.

***Class “B” Documents***

- (j) 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.

Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security.

Each partner of the joint venture shall submit their respective valid and updated PhilGEPS Certificates of Registration in accordance with Section 8.5.2 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

In case any of the eligibility documents submitted to PhilGEPS by any of the partners of the joint venture is not updated, a combination of a valid PhilGEPS Certificate of Registration and Platinum Membership, with any of the valid/updated Class “A” Eligibility Documents shall be submitted:

1. SEC Registration Certificate for corporations, partnerships and/or joint ventures; DTI Registration Certificate for sole proprietorship; or CDA Registration Certificate for cooperatives;
2. Valid Mayor’s Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
3. Valid Tax Clearance Certificate; and
4. AFS, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year.

In the event that one of the partners of the joint venture does not have a valid and updated PhilGEPS Certificate of Registration and Platinum Membership, then it shall submit the following eligibility documents:

1. SEC Registration Certificate for corporations, partnerships and/or joint ventures; DTI Registration Certificate for sole proprietorship; or CDA Registration Certificate for cooperatives;
2. Valid Mayor’s Permit issued by the city or municipality where

the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;

3. Valid Tax Clearance Certificate; and
4. AFS, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year.

The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance: *Provided*, That the partner responsible to submit the NFCC shall likewise submit the Statement of all of its ongoing contracts and Audited Financial Statements.

## II. FINANCIAL COMPONENT ENVELOPE

- (a) Original of duly signed and accomplished Financial Bid Form;

**and**

- (b) Original of duly signed and accomplished Price Schedule(s).

All financial bids (unit and total prices) shall be rounded off up to two (2) decimal places, VAT Exclusive, Zero-Rated Transaction.



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

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# BID FORM

Date : \_\_\_\_\_  
Project Identification No. \_\_\_\_\_

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]*, VAT Exclusive, Zero-Rated Transaction 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	Amount	Purpose of agent	Currency, 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: \_\_\_\_\_

**For Goods Offered From Abroad**  
**[shall be submitted with the Bid if bidder is offering goods from Abroad]**

**Kindly supply the required information in the spaces provided. Do not forget to indicate the “Country of Origin” of the goods offered. Any alteration to any of the terms and conditions contained in the document may cause your disqualification except if said alteration or revision is a result of a Supplemental/Bid Bulletin.**

Name of Bidder \_\_\_\_\_ . Invitation to Bid Number \_\_\_\_\_ . Page \_\_\_\_ of \_\_\_\_ .

Qty	Particulars / Motor Vehicle Description	Lease Rate Per Month	Lease Rate Per Year	Total Bid Price / Lease Rate for Two (2) Years (VAT Exclusive, Zero-Rated Transaction)
Procurement of Lease of Service Vehicle for Two (2) Years				
1 unit	Passenger Van (Leased Vehicle with driver)	P _____	P _____	P _____
				Amount in words: _____ _____ _____

\_\_\_\_\_  
*[Signature of the Authorized Rep.]*

\_\_\_\_\_  
*[in the capacity of] (Please indicate position of Authorized Rep.)]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_  
*(Please indicate name of company)*

**\*BIDDERS SHALL NOT ALTER THIS FORM**

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

**Kindly supply the required information in the spaces provided. Do not forget to indicate the “Country of Origin” of the goods offered. Prospective bidders have the option to indicate the appropriate amount, “0”, “-” or “Not Applicable (N/A)” for columns 6, 7 and 8. Any alteration to any of the terms and conditions contained in the document may cause your disqualification except if said alteration or revision is a result of a Supplemental/Bid Bulletin.**

Name of Bidder \_\_\_\_\_ Invitation to Bid Number \_\_\_\_\_. Page \_\_\_\_ of \_\_\_\_.

Qty	Particulars / Motor Vehicle Description	Lease Rate Per Month	Lease Rate Per Year	<b>Total Bid Price / Lease Rate for Two (2) Years (VAT Exclusive, Zero-Rated Transaction)</b>
Procurement of Lease of Service Vehicle for Two (2) Years				
1 unit	Passenger Van (Leased Vehicle with driver)	P _____	P _____	P _____
				Amount in words:
				_____
				_____
				_____

\_\_\_\_\_  
*[Signature of the Authorized Rep.]*

\_\_\_\_\_  
*[in the capacity of] (Please indicate position of Authorized Rep.)*

Duly authorized to sign Bid for and on behalf \_\_\_\_\_  
*(Please indicate name of company)*

**\*BIDDERS SHALL NOT ALTER THIS FORM**

## DRAFT SERVICE CONTRACT

---

This SERVICE CONTRACT (the “**CONTRACT**”) is entered into and executed by and between:

**PHILIPPINE AMUSEMENT AND GAMING CORPORATION (PAGCOR)**, a government-owned and controlled corporation created and existing by virtue of Presidential Decree 1869, as amended, with office address at the PAGCOR Executive Office, New Coast Hotel Manila, M.H Del Pilar cor. Pedro Gil Sts. Malate, Manila, represented in this act by its \_\_\_\_\_, \_\_\_\_\_, hereinafter referred to as “**PAGCOR**”;

-and-

\_\_\_\_\_ a corporation OR sole proprietorship duly organized and existing under the laws of the Republic of the Philippines OR duly registered with the Department of Trade and Industry (DTI) with DTI Reference No. \_\_\_\_\_, with office address at \_\_\_\_\_, represented in this act by its \_\_\_\_\_, \_\_\_\_\_, duly authorized for this purpose by a (Secretary’s Certificate / Special Power of Attorney) dated \_\_\_\_\_, hereto attached as Annex “A”, hereinafter referred to as the “**CONTRACTOR**”.

Each referred to as a “**PARTY**” and collectively as the “**PARTIES**”.

The parties warrant that they are duly organized, registered, validly existing and in good standing under the laws of the Republic of the Philippines, and that the parties and their representatives are capable and have the requisite power, authority, permits, clearances and licenses, to enter into this Service Contract and to perform the Services and all of their obligations under this Service Contract.

### **ANTECEDENTS:**

**WHEREAS**, PAGCOR has a requirement for the Procurement of Lease of Service Vehicle for Two (2) Years under ITB No. PB21-05-003ILOa-10;

**WHEREAS**, PAGCOR conducted a \_\_\_\_\_ in accordance with the Republic Act 9184 (Government Procurement Reform Act) and its 2016 Revised Implementing Rules and Regulations on October 28, 2021 for the procurement of the Project;

**WHEREAS**, the CONTRACTOR has submitted the lowest/single calculated responsive bid for the Project;

**WHEREAS**, PAGCOR has accepted the bid of the CONTRACTOR, subject to the terms and conditions hereunder stipulated;

**NOW, THEREFORE**, for and in consideration of the mutual covenants and agreements hereunder specified, PAGCOR and the CONTRACTOR hereby enter into this Purchase Contract under the following terms, conditions and specifications:

**I. SCOPE OF SERVICES**

The **CONTRACTOR** undertakes to provide the Services to **PAGCOR**, in accordance with the accomplished Schedule of Requirements (Section VI), Technical Specifications (Section VII) and Bid Form with Schedule of Prices (Schedule VIII) herein attached as Annex “A”, “B” and “C”, respectively, and made an integral part of this Contract. The items covered by this Contract are as follows:

<b>PROCUREMENT OF LEASE OF SERVICE VEHICLE FOR TWO (2) YEARS</b>
<b>A. Coverage</b>
1. Number of light vehicle requirements – 1 unit.
2. <b>PAGCOR</b> , at its option, may change the vehicle with the concurrence and approval of the <b>CONTRACTOR</b> .
3. Unlimited mileage.
4. Within Luzon.
5. 11 hours per day (with one hour break). In excess of the 11 hours, overtime pay will be shouldered by <b>PAGCOR</b> based on the standard computation.
<b>B. Drivers</b>
1. To be provided by the <b>CONTRACTOR</b> hence, all salaries, allowances and all other legal benefits due to the driver shall be for the account of the <b>CONTRACTOR</b> .
2. Uniformed, well-groomed and courteous and with good moral character.
3. With valid professional driver’s license with restriction code at least 1 and 2.
4. Must be at least high school graduate.
5. Must not be more than 45 years old.
6. Must be mentally and physically fit to work, duly certified by a physician designated by <b>PAGCOR</b> .
7. Must have negative findings for prohibited drug use, duly certified by any DOH-accredited drug testing clinic.
8. Should have NBI clearance or certificate showing that he has no criminal or derogatory record.
9. Willing to undergo random drug testing by <b>PAGCOR</b> . A driver who will be found positive for prohibited drug use shall be replaced by the <b>CONTRACTOR</b> immediately upon receipt of notice from <b>PAGCOR</b> .
10. Must have at least a two (2) year driving experience.
<b>C. Other Personnel of Service Provider</b>
1. A point person and alternate, with support team, from the <b>CONTRACTOR</b> , shall be designated as the over-all in charge of <b>PAGCOR</b> ’s vehicle requirements and shall be the contact person of the <b>CONTRACTOR</b> .
2. They shall be responsible in coordinating the scheduled trips to ensure timely delivery of services and shall see to it that the vehicle requirements of <b>PAGCOR</b> are satisfied/delivered, including other related concerns that need

to be addressed.	
<b>D. Insurance</b>	
1. The vehicle should be covered by a comprehensive insurance including passenger liabilities insurance for the entire duration of the contract.	
<b>E. Route Management</b>	
1. <b>CONTRACTOR</b> shall be responsible in the proper selection of the shortest and safest path to take when serving <b>PAGCOR</b> requirements.	
<b>F. Health and Safety Management</b>	
1. Use of safety automotive device, such as, but not limited to seatbelts, first aid kit and fire extinguisher.	
2. Quality control of vehicle prior release to <b>PAGCOR</b> .	
<b>G. Vehicle Features</b>	
1. 2019-year model and up	
2. Fully centralized air-conditioned	
3. ABS / airbags	
4. Tint	
5. Radio am / fm	
6. Euro 4 and above emission standard	
7. Original left-hand drive (not converted)	
8. Equipped with any two-way communication device (cellular phone or two-way radio)	
9. The <b>CONTRACTOR</b> shall provide vehicle with the following specifications:	
<b>MOTOR VEHICLE SPECIFICATIONS:</b>	
Passenger Van	<ul style="list-style-type: none"> <li>• A large four-wheel enclosed vehicle intended for conveying passengers and/or hauling cargo, traditionally having four (4) doors (two (2) side doors for the driver and front passengers, at least a passenger side sliding door and a tailgate). The seating capacity ranges from eight to fifteen (8-15) passengers, including the driver. It has several rows of folding or removable seats behind the front passenger seat.</li> <li>• Overall Dimensions (mm) (Length x Width x Height) 4,840 x 1,880 x 2,105 or 5,265 x 1,950 x 1,990 or 5,915 x 1,950 x 2,280 or 4,695 x 1,695 x 1,980 or 4,695 x 1,695 x 2,240</li> </ul>
<b>H. Repairs and Maintenance</b>	
1. Repairs and maintenance of the vehicle shall be for the account of the <b>CONTRACTOR</b> .	
<b>I. Vehicle Breakdown</b>	
1. In case of vehicle breakdown, the <b>CONTRACTOR</b> must provide an immediate replacement of a similar or better unit within twenty four (24) hours at no cost to <b>PAGCOR</b> . If no replacement is provided that meets the conditions above, an appropriate amount shall be deducted from the receivables of the <b>CONTRACTOR</b> plus twenty percent (20%) of that	

amount as penalty.
<b>J. Penalty Charges</b>
1. Failure of the <b>CONTRACTOR</b> to provide <b>PAGCOR</b> the required vehicle shall result to a penalty in the amount corresponding to the number of days not delivered and shall be deducted from the receivables of the <b>CONTRACTOR</b> .
2. Since the timely arrival of <b>PAGCOR</b> employees to various destination is a prime consideration in the procurement of lease of vehicles, <b>CONTRACTOR</b> shall also be penalized for the late arrival of its vehicle reckoned from the call time as per dispatch or vehicle schedule for the day an amount equivalent to ¼ of 1% of the monthly lease rate for every minute of delay which shall be deducted from the receivables of the <b>CONTRACTOR</b> .
<b>K. Fuel</b>
1. Shall be for the account of <b>PAGCOR</b> .
2. <b>PAGCOR</b> shall use its own fuel fleet card for gas-up.
3. The vehicle should be filled-up by the <b>CONTRACTOR</b> to its full tank capacity prior to arrival at <b>PAGCOR's</b> designated place or assigned pick-up point as evidenced by the fuel tank gauge reading: indicator should be pointed to "F" (full) or equivalent.
4. <b>PAGCOR</b> shall gas-up the vehicle to its full tank state in the nearest accredited gasoline station to be designated by <b>PAGCOR</b> after the last drop-off point/end of the daily trip.
5. During the 11-hour trip, the driver of the <b>CONTRACTOR</b> shall stop the engine, key-out and park the vehicle in a secured area while waiting in-between stops.
<b>L. Toll Fees</b>
1. <b>PAGCOR</b> shall pay all toll fees during the trip.
<b>M. Parking Fees</b>
1. <b>PAGCOR</b> shall pay all parking fees during the trip.
<b>N. Driver's Meals</b>
1. Meals and snacks of the driver shall be for the account of the <b>CONTRACTOR</b> .
<b>O. Vehicle Schedule</b>
1. Regular schedule shall be from Monday to Friday or as needed including regular and special holidays except work suspension due to inclement weather or by order of higher authority.
2. <b>PAGCOR</b> shall designate a place where <b>CONTRACTOR</b> vehicle shall report/log-in for random inspecting and full tank checking before they are dispatched to the designated pick-up points.
3. After the trip, <b>CONTRACTOR</b> vehicle, shall again report to the <b>PAGCOR</b> designated place for log-out/return to full tank state.
4. A <b>PAGCOR</b> point person shall also be designated by <b>PAGCOR</b> .
5. Driver's board and lodging and meals of PhP1,200.00 per overnight applicable to out-of-town trips shall be shouldered by <b>PAGCOR</b> .
<b>P. Contract Duration</b>
1. The term of the contract shall be for two (2) years.
<b>Q. Payment Terms</b>
1. Payment is within thirty (30) calendar days from the date of receipt of the monthly billing statement / statement of account with complete supporting documents/attachments.

2. Payment is VAT Exclusive, Zero Rated Transaction (BIR RMC No. 8-2012).
3. Payment shall be net of applicable government- mandated withholding taxes.
4. Check payment accompanied by the Expanded Withholding Tax certificate shall be picked-up from <b>PAGCOR</b> 's cashier.
<b>R. Daily Submission</b>
1. TRIP TICKET duly acknowledged by the passenger shall be submitted to <b>PAGCOR</b> 's authorized representative daily.
2. It shall be the responsibility of the <b>CONTRACTOR</b> that the TRIP TICKET to be supplied by <b>PAGCOR</b> for this contract of lease is properly and completely filled-up and signed after every trip by the required signatories.
<b>S. Others</b>
1. Should have 24/7 availability of on-call assistance / action team to any road or traffic emergency situation such as traffic accidents, breakdown of vehicles, traffic violations, apprehensions, natural calamities and sudden illnesses.
2. Towing services shall be for the account of the <b>CONTRACTOR</b> .
<b>T. Conduct of Tests</b>
The following tests are to be conducted on the assigned vehicle within seven (7) calendar days before contract effectivity and at random during the contract period:
1. Functionality Test on Door Locks, Fan Blower, Aircon, Audio System, Wiper, Horn, Seatbelt, Lights (instrument panel, gauges, room lamp, headlight, signal light, park light, fog light (if included), brake light, reverse light, hazard light), Electronic Sockets;
2. Drive Test to check Ignition Key Switch, Shift Stick (forward, reverse), Hand Brake, Steering Wheel (left, right), Pedal (clutch, brake, accelerator);
3. Cleanliness Test to physically inspect the Exterior and Interior of the unit;
4. Odor Test to check against unpleasant odor (exhaust and fuel fumes, cigarette smoke, clutch lining, rotten food, spoiled liquid, dead insects and rodents, upholstery)
5. Other tests: <ol style="list-style-type: none"> <li>a. To check if unit are insect-free and have no broken glass windows or windshield;</li> <li>b. To check if upholstery is in good condition.</li> </ol>
<b>U. Schedule of Requirements</b>
1. The shuttle service vehicle should commence within thirty (30) calendar days from receipt by the winning supplier of the Notice to Proceed.
<b>V. Documents to be submitted by the CONTRACTOR within fifteen (15) calendar days from receipt of the Notice to Proceed</b>
1. List of pool of drivers;
2. Driver's Licenses;
3. NBI Clearance;
4. <b>CONTRACTOR</b> shall provide PAGCOR the Driver's Medical Certificate indicating fitness to drive and tested negative for prohibited drugs; and
5. Copies of Comprehensive and Driver's Liability Insurance.
<b>W. Designated Approving Authority</b>
1. The Branch Manager/Officer In-Charge shall be the primary approving

authority for transportation-related matters.
2. The Senior Administrative Officer shall be the alternate approving authority for transportation-related matters.
<b>X. Undertaking of the Supplier</b>
1. The <b>CONTRACTOR</b> having the Lowest/Single Calculated Bid shall submit within five (5) calendar days from receipt of the Notice as the Lowest/Single Calculated Bid, a <b><i>valid and current Certificate of Public Convenience (CPC) OR Certificate Granting Authority to Operate OR Proof of Application/Renewal of Shuttle Services or Vehicle for Hire or Car Rental Services issued by LTFRB.</i></b>
2. The <b>CONTRACTOR</b> shall secure all the necessary and applicable permits by all government and regulatory agencies to operate car rental/for hire services.
3. The <b>CONTRACTOR</b> shall provide vehicle in excellent condition at all times, based on the following: <ul style="list-style-type: none"> <li>• Safe and roadworthy</li> <li>• Well maintained engines and other mechanical parts and tires</li> <li>• Efficient air-conditioning unit, clean and functioning seats</li> <li>• Clean interior/exterior and free from insects, dust, and unpleasant odor.</li> </ul>
4. The <b>CONTRACTOR</b> warrants assigning driver with a valid professional driver's license with appropriate restriction code, valid NBI Clearance and with medical certificate indicating fitness to driver and tested negative from prohibited drugs.
5. The <b>CONTRACTOR</b> undertakes to provide courteous, diligent, well-groomed, cautious and responsible driver.
6. The repairs and maintenance requirements and traffic violation fines shall be for the sole and exclusive account of the <b>CONTRACTOR</b> .
7. The <b>CONTRACTOR</b> shall solely and exclusively exercise the controls, supervision and discipline of its assigned driver including but not limited to the right to suspend, transfer, terminate or impose disciplinary actions. However, <b>PAGCOR</b> reserves the right to request for the immediate replacement of any of the <b>CONTRACTOR</b> 's assigned driver do not measure up to the standards set by <b>PAGCOR</b> .
8. The <b>CONTRACTOR</b> shall immediately inform <b>PAGCOR</b> of the impending non-performance of services.

If there is any conflict between the provisions of this Contract and the duly accomplished Schedule of Requirements, Technical Specifications and Bid Form with Schedule of Prices, the latter shall prevail.

## II. CONTRACT PRICE AND SCHEDULE OF PAYMENT

1. The total contract price shall be in the amount of \_\_\_\_\_ (PhP \_\_\_\_\_), VAT Exclusive, Zero-rated Transaction. The service cost per unit shall be as follows:
  
2. The Service Provider shall issue a monthly pro-forma invoice to facilitate reconciliation of services.

3. The Service Provider shall submit monthly billings during the first week of the following month.
4. Payments shall be made within thirty (30) working days upon receipt of the monthly invoice with complete requirements.
5. **PAGCOR** and the **CONTRACTOR** agree that the contract price already includes all applicable taxes, fees and charges required by the government. The **CONTRACTOR** holds **PAGCOR** free from liability for any or all taxes arising out of this transaction.
6. The prices herein agreed shall be considered as fixed prices, and therefore not subject to price adjustment and escalation during contract implementation, except under extraordinary circumstances and upon prior approval of the Government Procurement Policy Board (GPPB) pursuant to Section 61 of Republic Act (R.A.) No. 9184 and its revised Implementing Rules and Regulations (IRR) and the Revised Guidelines for Contract Price Escalation.

### **III. CONTRACT TIME AND DELIVERY**

1. This Contract shall be for a period of two (2) years commencing from the date specified in the Notice to Proceed.
2. The service vehicle must be parked within the vicinity of Casino Filipino – Ilocos Norte, Viven Hotel, San Nicolas, Ilocos Norte or other designated parking area of the branch for the contract duration.
3. **PAGCOR** may terminate this Contract with or without cause, without need for judicial intervention, and without incurring any obligation whatsoever, upon thirty (30) days written notice to the **CONTRACTOR**.

### **IV. NO EMPLOYER-EMPLOYEE RELATIONSHIP**

There shall be no employer-employee relationship between **PAGCOR** and the employees of the **CONTRACTOR**. The **CONTRACTOR** shall have the entire charge, control and supervision of the Services herein agreed upon. The **CONTRACTOR** shall be responsible for all acts and omissions of its agents, personnel and all persons allowed by it to have access to **PAGCOR**'s premises for any damage, which may be caused to persons or property while remaining either casually or in business in any part of **PAGCOR**'s premises. Any accident, injury or sickness of any kind, or death that may occur to any employee of the **CONTRACTOR** during the time and consequent to the performance of the Services under this Service Contract shall likewise be the **CONTRACTOR**'s sole responsibility.

The **CONTRACTOR** further binds itself to indemnify and hold **PAGCOR** free and harmless from any claim on account of the aforementioned injuries or damages or from any claim of its employees for any cause.

## V. WARRANTIES AND RESPONSIBILITIES

The **CONTRACTOR** hereby warrants and represents that:

1. It is an entity duly organized, validly existing, and in good standing under the laws of the Republic of the Philippines, and it has the requisite power and authority to enter into and perform its obligations under this Contract.
2. There are no actions, suits or proceedings pending or, to the best of its knowledge, threatened which may have a material adverse effect on its ability to fulfill its obligations under this Contract or on its operations, business, properties, assets or business condition.
3. That the Services to be rendered shall be as described under Article I of this Contract. The **CONTRACTOR** warrants that it has secured all the necessary government licenses and permits to allow it to render the Services agreed upon and that it is free from any liability or adverse claims, of every nature and description that would prevent or hinder it from rendering the said Services.
4. The **CONTRACTOR** shall defend, protect, indemnify, and hold **PAGCOR** harmless from any and all adverse claims that may be made by any third party in connection with the rendition of the Services in Article I herein.

## VI. TAXES AND LICENSES

All taxes, amounts, claims, and expenses pertaining to clearances, licenses, permits, registrations or renewals thereof, required by **PAGCOR** or the appropriate government entities for the Services to be performed under this Service Contract shall be for the exclusive account of the **CONTRACTOR**.

Upon request of **PAGCOR**, the **CONTRACTOR** shall regularly present, within the duration of the Contract, a tax clearance from the Bureau of Internal Revenue (BIR) as well as a copy of its income and business tax returns duly stamped and received by the BIR and duly validated with the tax payments made thereon.

The **CONTRACTOR** shall pay taxes in full and on time, failure to do so will entitle **PAGCOR** to suspend payment for services rendered by the **CONTRACTOR**.

## VII. PERFORMANCE SECURITY

The **CONTRACTOR** shall post a Performance Security (the "Security") for the benefit of **PAGCOR** as a guarantee for the former's compliance with its obligations under this Contract. The Security shall be posted prior to the signing of the Contract, in accordance with any of the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the required Percentage of the Total Contract Price)
a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Five percent (5%)

b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security specific for the contract awarded.	Thirty percent (30%)

The Security shall remain valid until issuance of the last / final certificate of Acceptance. The same may be released only after **PAGCOR's** conformity with the last / final Certificate of Performance submitted by the **CONTRACTOR** in accordance with Article I herein and provided that there are no claims filed against the **CONTRACTOR** or the surety company.

### VIII. CLAIMS AND DISPUTES

All claims and disputes relating to or arising out of this Contract, shall as much as possible, be settled amicably by the parties before resorting to any judicial action.

If the parties fail to settle their difference or disputes, the parties waiving for the purpose any other venue, hereby agree that the courts of the City of Manila shall be the exclusive venue of any or all actions or suits between the parties to the exclusion of all other courts and venues. This exclusive venue provision shall apply even in cases for declaration of nullity of this Contract in its entirety or in part.

### IX. DAMAGES FOR DELAY

The **CONTRACTOR** shall completely perform the Services within the time prescribed in Article III herein. Should the **CONTRACTOR** incur delay in its performance, the **CONTRACTOR** shall pay a penalty of one-tenth of one percent (1/10 of 1%) of the cost of the undelivered/unperformed Services for each day of delay, including Sundays and Holidays, beyond the specific period. The maximum deduction shall be ten percent (10%) of the amount of the Contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the Contract, **PAGCOR** shall have the option to rescind the Contract, without prejudice to other courses of action and remedies open to it.

In case the **CONTRACTOR** still fails to perform the Services after the lapse of thirty (30) days from the supposed date of completion as provided for herein, in addition to the forfeiture of the performance security, **PAGCOR** shall have the option to terminate the contract.

### X. MISCELLANEOUS PROVISION

In the event that the facts and circumstances arise or are discovered which render this Contract disadvantageous to the Government, the parties, hereto agree

immediately to re-negotiate its terms and conditions, or at the option of **PAGCOR**, terminate the same.

No terms and conditions of this Contract shall be waived and no breach or default excuse unless such waiver or excuse shall be in writing and signed by the party affected.

This Contract, is of a personal nature and any interest therein may not be assigned or sub-contracted without the prior consent of **PAGCOR**.

This Contract contains all the covenants and stipulations agreed upon by the parties and shall be modified, revised or amended only upon written agreement of both parties.

The relationship between the parties shall be limited to the performance of the terms and conditions of the Contract. Nothing in this Contract shall be construed to create a general partnership between the parties, or to authorize any party to bind the other except as set forth in this Contract, or to borrow money on behalf of another party, or to use the credit of any party for any purpose other than what has been set forth herein.

This Contract constitutes the entire agreement between the parties pertaining to the subject matter contained in it, and supersedes all prior and contemporaneous agreements, representations, warranties and understandings of the parties. No supplement, variation or amendment of this Contract shall be binding unless executed in writing by the parties. No supplement, variation or amendment of this Contract shall be binding unless executed in writing by all the parties thereto.

In the event that a dispute arises with respect to this Contract, the party prevailing in such dispute shall be entitled to recover all expenses, including, without limitation, to reasonable attorney's fees and expenses incurred in ascertaining such party's rights or in preparing to enforce, or in enforcing, such party's rights under this Contract, whether or not it was necessary for such party to institute suit.

If any provision of hereof is prohibited or made unenforceable under any applicable law or by a competent court or authority, the same shall not affect any other provision of this Contract, which are otherwise valid and enforceable.

IN WITNESS WHEREOF, the parties have signed these presents on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_.

**PHILIPPINE AMUSEMENT AND  
GAMING CORPORATION**  
TIN: 033-000-887-972

**CONTRACTOR'S NAME**  
TIN: \_\_\_\_\_

Represented by:

---

Represented by:

---

Signed in the presence of:

---

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# ACKNOWLEDGEMENT

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

BEFORE ME, this \_\_\_\_\_ in  
\_\_\_\_\_, personally appeared the following persons, each of whom  
exhibited his/her competent evidence of identity, to wit:

<u>NAME</u>	<u>GOVERNMENT ISSUED ID.</u>

and presented to me an integrally complete document / instrument for acknowledgement. They all represented and declared to me that they voluntarily affixed the signatures appearing on the instrument / document for the purposes stated therein and that they executed the instrument / document as their free and voluntary act and deed (and if they acted in representative capacity, they have the authority to sign in that capacity).

The instrument / document referred to is a Service Contract consisting of \_\_\_\_ (\_\_) pages including the page on which this Acknowledgement is written duly signed by the parties and their instrumental witnesses.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed my Notarial Seal on the date and place first above written.

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 20\_\_.

# ACKNOWLEDGEMENT

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

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Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 20\_\_.

## Omnibus Sworn Statement

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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 following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) 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 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.

\_\_\_\_\_  
Bidder's Representative/Authorized  
Signatory

**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. \_\_\_\_\_ issued on \_\_\_ at \_\_\_\_\_.

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

**NAME OF NOTARY PUBLIC**

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

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

## Bank Guarantee Form for Advance Payment

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To: *[name and address of PROCURING ENTITY]*  
*[name of Contract]*

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, *[name and address of Supplier]* (hereinafter called the "Supplier") shall deposit with the PROCURING ENTITY a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the PROCURING ENTITY on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the PROCURING ENTITY and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

---

*[name of bank or financial institution]*

---

*[address]*

---

*[date]*

## BID SECURING DECLARATION FORM

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

### BID SECURING DECLARATION Project Identification No.: *[Insert number]*

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 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:
  - b. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - c. 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
  - d. 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*

**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. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

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

**NAME OF NOTARY PUBLIC**

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

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

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

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

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

MCLE Compliance No. \_\_\_\_\_

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

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

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

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

**STATEMENT OF ALL ON-GOING GOVERNMENT AND PRIVATE CONTRACTS**

**Kindly supply the required information in the spaces provided.**

Name of Bidder \_\_\_\_\_, Invitation to Bid Number . Page \_\_\_\_ of \_\_\_\_\_.

Name of the Contract	Date of the Contract	Contract Period	Owner's Name and Address	Contact Person and Contact Details (Tel./Cell No. and/or Email Address)	Kinds of Goods	Date of Delivery (Please indicate estimated date of delivery)	Amount of Contract	Value of Outstanding Contracts
Government Contracts:								
Private Contracts:								
Total								

\_\_\_\_\_  
*[Signature of the Authorized Rep.] [in the capacity of] (Please indicate position of Authorized Rep.)]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_  
*(Please indicate name of company)*

**NOTE:**

*The aforesaid statement should include those contracts awarded but not yet started.*

*Further, bidders should indicate "None" or "No On-going Government and/or Private Contracts" if they do not have any on-ongoing government and/or private contracts in the corresponding rows and/or column, including contracts awarded but not yet started, whether similar or not similar in nature and complexity to the contract to be bid.*

**STATEMENT OF THE SINGLE LARGEST COMPLETED CONTRACT**

**Kindly supply the required information in the spaces provided.**

Name of Bidder \_\_\_\_\_ . Invitation to Bid Number . Page \_\_\_\_ of \_\_\_\_\_.

Name of the Contract	Date of the Contract	Contract Period	Owner's Name and Address	Contact Person and Contact Details (Tel./Cell No. and/or Email Address)	Kinds of Goods	Amount of Contract adjusted by the bidder to current prices using PSA's consumer price index, if necessary for purposes of meeting the SLCC requirement;	Date of Delivery (Please indicate actual date of delivery)

\_\_\_\_\_  
[Signature of the Authorized Rep.]

\_\_\_\_\_  
[in the capacity of] (Please indicate position of Authorized Rep.)]

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_  
(Please indicate name of company)

**NOTE:**

**Bidders shall submit and attach a copy of the end-user's acceptance or official receipt(s) or sales invoice.**

## NFCC COMPUTATION

**Kindly supply the required information in the spaces provided.**

Name of Bidder \_\_\_\_\_ . Invitation to Bid Number \_\_\_\_\_ .  
Page \_\_\_\_ of \_\_\_\_ .

**Approved Budget for the Contract ABC:**

**One Million Five Hundred Eighty Seven Thousand One Hundred Ninety Nine Pesos and 92/100 (PhP1,587,199.92), Vat-Exclusive, Zero-Rated Transaction.**

DETAILS	AMOUNT
Current Assets	
Minus	
Current Liabilities	
Difference of Current Assets and Current Liabilities	
Multiplied by	
K	15
Total (Product)	
Minus	
Total value of all outstanding contracts, including those awarded but not yet started	
Total NFCC Computation	

\_\_\_\_\_  
*[Signature of the Authorized Rep.]  
of Authorized Rep.]*

\_\_\_\_\_  
*[in the capacity of] (Please indicate position*

*Duly authorized to sign Bid for and on behalf of \_\_\_\_\_  
(Please indicate name of company)*

**DIAGRAM FOR THE SEALING AND MARKING OF BIDS**



