



# PhilGEPS

Philippine Government Electronic Procurement System

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Philippine Government  
Procurement Opportunities

## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 6574311  
**Procuring Entity** CARLOS HILADO MEMORIAL STATE COLLEGE  
**Title** Procurement of Three (3) Units 75.0 kVA Brand New Oil Immersed Distribution Transformer Primary for Alijis Campus  
**Area of Delivery** Negros Occidental

<b>Solicitation Number:</b>	CHMSC 20-006-1023-G	<b>Status</b>	Pending
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	3
<b>Procurement Mode:</b>	Public Bidding	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	0
<b>Category:</b>	Electrical Systems and Lighting Components	<b>Date Published</b>	24/10/2019
<b>Approved Budget for the Contract:</b>	PHP 1,622,506.33	<b>Last Updated / Time</b>	23/10/2019 15:57 PM
<b>Delivery Period:</b>	60 Day/s	<b>Closing Date / Time</b>	13/11/2019 14:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Ma. Kristina Goylos Medalla Head, BAC Secretariat Mabini Street, Brgy Zone 1 Talisay City Negros Occidental Philippines 6115 63-34-7120420 Ext.142 63-34-7128404 bac.sec@chmsc.edu.ph		

#### Description

CARLOS HILADO MEMORIAL STATE COLLEGE  
BIDS AND AWARDS COMMITTEE  
Talisay City, Negros Occidental  
Telefax Nos. (034) 712-8404

INVITATION TO BID  
FOR THE PROCUREMENT OF THREE (3) UNITS 75.0 KVA BRAND NEW OIL IMMERSED DISTRIBUTION TRANSFORMER  
PRIMARY FOR ALIJIS CAMPUS  
CHMSC 20-006-1023-G

1. The Carlos Hilado Memorial State College, through the Corporate Budget for the Contract of 2020 approved by the governing Board, intends to apply the sum ONE MILLION SIX HUNDRED TWENTY-TWO THOUSAND FIVE HUNDRED SIX PESOS & 33/100 (Php 1,622,506.33) ONLY, being the Approved Budget for the Contract (ABC) to payments under the contract for the PROCUREMENT OF THREE (3) UNITS 75.0 KVA BRAND NEW OIL IMMERSED DISTRIBUTION TRANSFORMER PRIMARY FOR ALIJIS CAMPUS. Bids received in excess shall be automatically rejected at bid opening.

2. The Carlos Hilado Memorial State College invites bids for PROCUREMENT OF THREE (3) UNITS 75.0 KVA

Delivery of Goods is required within Sixty (60) calendar days upon receipt of Notice to Proceed. Bidders should have completed, within two (2) years from the date of submission and receipt of bids, a contract similar to the Project of at least 50% of the ABC. 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 the non-discretionary pass/fail criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184, otherwise known as the "Government Procurement Reform Act".

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

4. Interested bidders may obtain further information from CARLOS HILADO MEMORIAL STATE COLLEGE and inspect the Bidding Documents at the address given below during 8:00 A.M. to 5:00 P.M.

The BAC Secretariat  
Brgy. Zone I, Mabini St.,  
Talisay City, Negros Occidental

5. A complete set of Bidding Documents may be acquired by interested Bidders on October 24 – November 13, 2019 (1:30P.M.) from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (Php 5,000.00) Only.

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

6. The CHMSC will hold a Pre-Bid conference on 2:30 P.M., October 31, 2019 at CHMSC Conference Room, 4/F Administration Bldg. Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat at the CHMSC Conference Room, 4/F Administration Bldg., Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental on or before 2:00 P.M., November 13, 2019. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bid opening shall be on 2:30 P.M., November 13, 2019, at the same venue and address. Bids will be opened in the presence of the bidders' representatives who choose to attend at the CHMSC Conference Room, 4/F Administration Bldg., Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental. Late bids shall not be accepted.

8. The Carlos Hilado Memorial State College 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 Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

9. For further information, please refer to:

MRS. MA. KRISTINA G. MEDALLA  
Head, BAC Secretariat  
Carlos Hilado Memorial State College  
Brgy. Zone 1, Mabini St.,  
Talisay City, Negros Occidental  
Telefax No. (034) 712-8404

ROSALINDA S. TUVILLA, LLB  
BAC Chairperson

#### Pre-bid Conference

Date	Time	Venue
31/10/2019	2:30:00 PM	CHMSC Conference Room, 4/F Administration Bldg. Brgy. Zone 1, Mabini St., Talisay City, Negros Occidental

**Created by** Rowena De la Vida Prado

**Date Created** 21/10/2019

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## *Section VI. Schedule of Requirements*

### A. MANPOWER

<b>Campus</b>	<b>Supervisor</b>	<b>No. of Janitors</b>	<b>Total</b>
Talisay	One (1)	15 (including supervisor)	15
Alijis	None	6 Include reliever	6
Fortune Towne	None	5 Include reliever	5
Binalbagan	None	5 Include reliever	5
<b>TOTAL</b>			<b>31 (with reliever)</b>

Conforme:

\_\_\_\_\_  
Name of Company/Bidder

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

\_\_\_\_\_  
Date

## **Section VII. Technical Specifications**

### **TERMS OF REFERENCE FOR JANITORIAL SERVICES**

#### **A. BACK GROUND**

The Carlos Hilado Memorial State College CHMSC (4 Campuses) is in need of janitorial and cleaning services to maintain the premises, buildings, guest houses and social facilities owned/managed by CHMSC.

#### **B. SPECIFIC PROVISIONS**

1. The Contractor shall provide CHMSC with janitorial services composed of qualified, efficient, competent, well-trained, courteous janitors as may be required by CHMSC from time to time. In addition to the foregoing, the janitors employed by the Contractor shall possess the following qualifications:

- a. Must be of good moral character, without criminal and/or police records. Each janitor shall be provided by the Contractor with complete uniform.
- b. Must be physically and mentally fit, as evidenced by a medical certificate issued by a reputable Medical Service Agency.
- c. Age should be based on requirements with Department of Labor and Employment.

Any misrepresentation by the Contractor with respect to such qualifications shall be ground for the termination/cancellation of the Contract.

2. It is understood that the Contractor's personnel shall be provided with ID cards for their identifications and that they shall be subject at all times to on-the spot search upon entering, leaving or during their stay inside the CHMSC premises. Contractor shall, therefore always provide CHMSC of an updated list of its personnel assigned thereat.

The contractor shall pay the wages, salaries or compensation of the janitors in accordance with the provisions of the Minimum Wage Law. The payment shall be made, even if, for some reason or the other, the Contractor fails to collect on time from CHMSC.

3. The Contractor hereby acknowledges that no authority has been conferred upon it by CHMSC to hire any person or persons in behalf of CHMSC, and it is understood that each person or persons employed or utilized by the Contractor in carrying out the janitorial services shall be paid by and considered as exclusive employee or agent of the Contractor and as such CHMSC shall not be responsible whatsoever for any claim or claims for personal injury, wages, damages, including death, caused to the Contractor and/or its personnel themselves or third persons, where such injury or death arises out of, or in the course of the performance of the duties of the janitors.

The Contractor holds CHMSC free from any claim whatsoever from its janitors and personnel.

4. Any janitor considered undesirable by CHMSC shall be immediately replaced by the Contractor upon written request by the Providing Entity or its duty authorized representative.
5. During the duration of the Contract, CHMSC reserves the right to decrease the number of janitors stipulated in this TOR.
6. CHMSC, in case of disagreement or controversy regarding the restitution of any CHMSC property lost, damaged or destroyed during the term of the Contract, shall create an Investigation Board composed of two (2) officials from the CHMSC and one (1) from the Agency whose decision shall be final unless otherwise reversed by the procuring entity. Immediately after it has been determined that the agency is at fault, the Agency shall immediately pay CHMSC the cost of the lost items, otherwise, CHMSC shall withhold such amount from the Agency's billings.

### **C. SCOPE OF WORK**

The following is the Scope of Work for the Contract for Janitorial Services. CHMSC may provide specific work assignments to the assigned janitors with respect to minute details of the work, such as the number of janitors/janitresses to be assigned per shift, areas to be cleaned (or areas of responsibility), and other minute details that CHMSC may deem necessary as called for any situation, or janitorial requirements as advised by the Agency with CHMSC' approval.

1. The Contractor shall provide for Janitorial Services needs of CHMSC who shall:
  - a) Provide Janitors/Janitress, their uniform, cleaning tools and work equipment, and other necessary paraphernalia used in carrying out the required janitorial services;
  - b) Provide an initial janitorial force consisting of thirty-one (31) men and women which includes one (1) supervisor and thirty (30) janitors/janitresses;
  - c) Provide janitorial services that will work from 7:00 a.m. to 6:00 p.m. from Monday to Friday, and shall report from 7:00 a.m. to 4:00 p.m. on Saturdays/Sundays including Holidays.
  - d) There shall always be one full time supervisor tasked in ensuring the proper execution of all janitorial activities from 7:00 a.m. to 6:00 p.m. from Monday to Friday, and 7:00 a.m. to 6:00 pm. on Saturdays and Sundays including Holidays;
  - e) From the initial janitorial force of thirty-one (31) personnel, janitors/janitress shall be distributed to the following areas of responsibilities:

**(For Talisay Campus only)**

**e.1) Administration Building**

1. Ground floor Offices, stairways, hallway/lobby, rest rooms (PWD), glass door, elevator, windows/window panels, façade/parking area
2. Second floor Offices, business center, hallway/lobby, stairs, glass windows, corridors, fire exit and rest rooms
3. Third floor Offices, hallway/lobby, stairs, glass windows, corridors, fire exit and rest rooms
4. Fourth floor Offices, conference room, President's Pad, Board Sec. Office, PME, hallway/lobby, stairs, glass windows, corridors, fire exit and rest rooms, roof top garden

**e.2) Library/Science/Academic Building - (LSAB)**

1. Ground floor, Corridors, Various offices, Rest rooms, Stage, Faculty room, Laboratory rooms, Football Field
2. Second Floor, Restrooms, Corridor, Classrooms/Technology Shop, Faculty rooms, Hallways, Staircase/Stairways
3. Third floor, Restrooms, Corridor, Classrooms/Technology shop, Faculty rooms, Hallways, Staircase/Stairways, IT room, Windows
4. Fourth floor, Restrooms, Corridor, Classrooms/Electronics, Computer Lab, Hallways, Staircase/Stairways, Windows

**e.3) Teacher Education Building (TEB)**

1. Corridors, Restrooms, Staircase/Stairways, Windows, Façade
2. Corridors, Restrooms, Staircase/Stairways, Windows, Hallway, Canopy

**e.4) GYM/Multipurpose Hall**

1. Restrooms, Glass Door (Gym Entrance), Surroundings/Grounds

**e.5) Laboratory School Building – one to three**

1. Restrooms, Staircase/Stairways, Surroundings/Grounds, Windows

**e.6) Green Building (ETGB and ANNEX BLDG.)**

1. Ground floor Offices, stairways, hallway/lobby, restrooms (PWD), glass door, elevator, windows/window panels, façade/parking area, Glass door
2. Second floor Offices, hallway/lobby, stairs, glass windows, corridors, EE Room, fire exit and rest rooms
3. Third floor Offices, hallway/lobby, stairs, glass windows, corridors, fire exit and rest rooms

**e.7) Ceramics Building/Presidents Cottage/Hometel**

1. Restrooms, Roof, Surroundings

**e.8) ETGB Annex, Foods Trade/Machine Shop Building**

1. Restrooms, Surrounding

**e.9) Automotive and Refrigeration Building**

1. Restrooms, Surroundings

**e.10) Student Center/ Parking Area**

1. Restrooms, Windows, Grounds, Roof, Hallway, Lobby

**(For Alijis Campus only)**

**e.11) Main Building**

1. Hallway/Lobby, Offices, Porch, Façade/Parking Areas

**e.12) Audio Visual Room AVR)**

1. 1. Restrooms, Floors, Hallways/Lobby, Windows, Radio Room, Corridors

**e.13) Two-Storey Technology Green Building and Science Lab. Building**

1. Ground floor Offices, stairways, hallway/lobby, restrooms, lobbies, windows/window panels, façade, classrooms, football field
2. Second floor classrooms, Restrooms, hallway/lobby, windows/window panels, Corridors, Exit Area

**e.14) Covered Court**

1. Inside Area of Covered Court

**e.15) Three Storey Laboratory Building**

1. Restrooms, Hallway

**(For Fortune Towne Campus only)**

**e.16) Information Technology (IT) Building – 3 Storey and 4 Storey Bldg.**

1. Ground floor Offices, stairways, hallway/lobby, restrooms, lobbies, windows/window panels, façade/Parking Area, classrooms, football field, Audio Visual Room (AVR),



2. Second floor classrooms (IT Room), Restrooms, hallway/lobby, windows/window panels, Corridors, Exit Area, Porch
3. Third floor classrooms, Restrooms, hallway/lobby, windows/window panels, Corridors, Exit Area, Porch
4. Roof Top Canopy and floors

**e.18) 4-Storey Academic Bldg.**

1. Ground floor - stairways, hallway/lobby and restrooms
2. Second floor - stairways, hallway/lobby and restrooms
3. Third floor - stairways, hallway/lobby and restrooms
4. Fourth floor - stairways, hallway/lobby and restrooms

**(For Binalbagan Campus only)**

**e.18) Main Building – 2 Storey and New Academic Bldg.**

1. Ground floor Offices, stairways, hallway/lobby, restrooms, lobbies, windows/window panes, façade/Parking Area, classrooms, football field/playground
2. Second Floor Restrooms, hallway/lobby, windows/window panels, Corridors, Porch, Accreditation Room, Stairs/Staircase

**e.19) Hometel**

1. Restrooms, Hallways, Classrooms, Grounds

**e.20) Administration Building**

1. Restrooms, Hallways

2. The Contractor shall ensure availability of relievers for continuous and uninterrupted service in case of inability of regular personnel to report for work.
3. The Contractor shall be duly licensed and registered with the appropriate Government Agencies including the Social Security System.
4. Work Activities:

The activities of the Contractor covering areas as stated in the Scope of Work items above shall be as enumerated hereunder but not limited to this list. These must be observed and complied with as required daily, weekly and monthly.

**A. Daily Routine Operations:**

- a. Cleaning and polishing of all floors, including lobbies, stairways, landing, corridors and elevators;
- b. Cleaning, waxing and polishing of all furniture, fixtures, artworks, counters, windows, vertical and horizontal areas and ceiling;
- c. Proper trash disposal, including emptying of waste baskets & other receptacles;

- d. Cleaning, sanitizing and disinfecting of comfort rooms and washrooms. Supplies such as toilet disinfectants, toilet papers and liquid soap must be replenished as required.
- e. Cleaning of grounds and parking areas.

#### B. Weekly Operation

- a. Cleaning of driveways, parking area, roof tops and surroundings;
- b. Maintenance of gardens and plants of parking and flag ceremony area
- c. Grass cutting of oval and other areas.
- d. Washing of tables and benches in the lobby area.

#### C. Monthly Periodic Operations

- a. Cleaning of light diffusers. This involves removal, dusting or cleaning of stains on ceilings of diffuser receptacles;
- b. Spot scrubbing of dirt outside the walls of rooms. This involves scrubbing of spots, stains or smudges on interior walls and outside walls, which may require the use of chemicals or detergents to restore the original luster;
- c. Reporting damage building accessories and furniture for replacement or repair. This requires inspection of fixtures, gadgets, furniture and similar items. Result of inspection can be reported to the respective Campus Director for appropriate action;
- d. Scrubbing of floor areas, lobbies, stairways, fire exit ways and landings.
- e. Pressurized washing of exterior walls and
- f. Cleaning roof decks of the Administration and Engineering building. This involves sweeping off dust and collection and disposal of dry leaves and other waste materials that may obstruct the flow of water into drains or downspouts;

#### D. Quarterly Operations

Shampooing of floors, lobbies, stairways, post/columns, desks, chairs, tables, draperies, glassworks, and walls. Shampooing involves the use of proper detergents to remove dirt or stains, without damaging original color.

#### 5. Special Activities

In case there will be special activities (other than routine) such as Foundation Celebration, fairs, exhibits, etc., in certain areas of the CHMSC building or compound, where additional hands are required, CHMSC may request for additional janitorial personnel for the occasion.

## 6. Cleaning Materials & Equipment

CHMSC shall provide the contractor with a suitable storage space for all its equipment, materials and supplies. However, the janitorial agency shall ensure delivery in amounts or number sufficient enough to provide the necessary logistics and other consumables to carry out its function.

### A. Tools & Equipment

The following equipment shall be provided by the Contractor for four-campuses:

- a) Heavy Duty Floor Polisher – 4 units (20" dia. and 16" dia.)
- b) Heavy Duty Vacuum Cleaner – 4 unit
- c) Pressure washer – 4 unit
- d) Squeegee with metal handle – 6 units
- e) Ladder aluminum, 8 ft. – 8 units
- f) Ladder aluminum, max. 24ft. – 4 units
- g) Mop squeezer – 10 units
- h) Handset – 4 unit
- i) Harness – 5 units
- j) Wheelbarrow deep type – 12 units
- k) Roll out waste container – 6 units

Sufficient quantity of rags for wiping, to be used by each janitor/janitress.

These materials will be subject to inspection by CHMSC from time to time to ensure that there are sufficient quantities of materials and implements for cleaning at all times and that each worker shall have an individual set of basic cleaning paraphernalia to use.

## 7. Duties and Responsibilities of the Contractor's Personnel

CHMSC shall have the absolute right to give instructions for proper safeguarding and protection of the persons, places and things of CHMSC from time to time. CHMSC may promulgate the specific janitorial functions of the Agency during the life of the Contract

## D. POSTING OF PERFORMANCE AND WAGE SECURITIES

1. To guarantee payment for losses and/or damages to property, the winning bidder/agency shall post a Performance Security in favor of CHMSC, in accordance with ITB Clause 41.0.
2. To answer wages due to the janitors/janitress should the winning agency fail to pay the same, a wage security from the GSIS or other government banks such as Land Bank of the Philippines (LPB), shall be posted by the agency in favor of CHMSC



**CARLOS HILADO MEMORIAL STATE COLLEGE**  
**BIDS AND AWARDS COMMITTEE**  
 Talisay City, Negros Occidental  
 Telefax Nos. (034) 712-8404



**INVITATION TO BID**  
**FOR THE PROCUREMENT OF THREE (3) UNITS 75.0 kVA BRAND NEW OIL IMERSSSED**  
**DISTRIBUTION TRANSFORMER PRIMARY FOR ALIJIS CAMPUS**  
**CHMSC 20-006-1023-G**

- The *Carlos Hilado Memorial State College*, through the *Corporate Budget for the Contract of 2019 approved by the governing Board*, intends to apply the sum **ONE MILLION SIX HUNDRED TWENTY-TWO THOUSAND FIVE HUNDRED SIX PESOS & 33/100 (Php 1,622,506.33) ONLY**, being the Approved Budget for the Contract (ABC) to payments under the contract for the **PROCUREMENT OF THREE (3) UNITS 75.0 kVA BRAND NEW OIL IMERSSSED DISTRIBUTION TRANSFORMER PRIMARY FOR ALIJIS CAMPUS**. Bids received in excess shall be automatically rejected at bid opening.
- The *Carlos Hilado Memorial State College* now invites bids for **PROCUREMENT OF THREE (3) UNITS 75.0 kVA BRAND NEW OIL IMERSSSED DISTRIBUTION TRANSFORMER PRIMARY FOR ALIJIS CAMPUS**, as follows:

**ONE (1) LOT      OIL IMERSSSED DISTRIBUTION TRANSFORMER      Php 1,622,506.33**

Delivery of Goods is required within **Sixty (60) calendar days upon receipt of Notice to Proceed**. Bidders should have completed, within two (2) years from the date of submission and receipt of bids, a contract similar to the Project of at least 50% of the ABC. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

- Bidding will be conducted through open competitive bidding procedures using the non-discretionary pass/fail criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184, otherwise known as the "Government Procurement Reform Act".  
  
Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.
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- The CHMSC will hold a **Pre-Bid conference on 2:30 P.M., October 31, 2019 at CHMSC Conference Room, 4/F Administration Bldg. Brgy. Zone I, Mabini St., Talisay City, Negros Occidental**, which shall be open to prospective bidders.
- Bids must be duly received by the BAC Secretariat at the **CHMSC Conference Room, 4/F Administration Bldg., Brgy. Zone I, Mabini St., Talisay City, Negros Occidental** on or before **2:00 P.M., November 13, 2019**. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.  
  
Bid opening shall be on **2:30 P.M., November 13, 2019**, at the same venue and address. Bids will be opened in the presence of the bidders' representatives who choose to attend at the **CHMSC Conference Room, 4/F Administration Bldg., Brgy. Zone I, Mabini St., Talisay City, Negros Occidental**. Late bids shall not be accepted.
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- For further information, please refer to:

MRS. MA. KRISTINA G. MEDALLA  
 Head, BAC Secretariat  
 Carlos Hilado Memorial State College  
 Brgy. Zone I, Mabini St.,  
 Talisay City, Negros Occidental  
 Telefax No. (034) 712-8404

COMMISSION ON AUDIT

ROSALINDA S. TUVILLA, LLB

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

### **Notes on the Bid Data Sheet**

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

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, the applicable rules regarding bid price and currency, and the bid evaluation criteria that will apply to the bids. In preparing Section III, the following aspects should be checked:

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

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

## Bid Data Sheet

ITB Clause	
1.1	<p>The Procuring Entity is <b>CARLOS HILADO MEMORIAL STATE COLLEGE</b></p> <p>The name of the Contract is <b>PROCUREMENT OF THREE (3) UNITS 75.0 kVA BRAND OIL IMERSSSED DISTRIBUTION TRANSFORMER PRIMARY FOR ALIJIS CAMPUS</b></p> <p>The identification number of the Contract is <i>6574311/CHMSC 20-006-1023-G</i></p>
1.2	<p>The lot(s) and reference is/are:</p> <p>ONE (1) LOT - OIL IMERSSSED DISTRIBUTION TRANSFORMER P1,622,506.33</p>
2	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through the 2020 Corporate Budget of the College approved by the governing Board, in the amount of <b>ONE MILLION SIX HUNDRED TWENTY-TWO THOUSAND FIVE HUNDRED SIX PESOS &amp; 33/100 (Php1,622,506.33) Only.</b></p> <p>The name of the Project is: <b>PROCUREMENT OF THREE (3) UNITS 75.0 kVA BRAND OIL IMERSSSED DISTRIBUTION TRANSFORMER PRIMARY FOR ALIJIS CAMPUS</b></p>
3.1	No further instructions.
5.1	No further instructions.
5.2	Foreign bidders, except those falling under <b>ITB</b> Clause 5.2(b), may not participate in this Project.
5.4	<i>For the procurement of Non-expendable Supplies and Services:</i> The Bidder must have completed, within the period specified in the Invitation to Bid and <b>ITB</b> Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
7	No further instructions.
8.1	Subcontracting is not allowed.
8.2	Not applicable.

9.1	The Procuring Entity will hold a pre-bid conference for this Project on <b>October 31, 2019, 2:30 p.m. at CHMSC Conference Rm., 4/F Administration Building, Talisay City.</b>
10.1	The Procuring Entity's address is:  <b>CARLOS HILADO MEMORIAL STATE COLLEGE</b> <b>Mabini St., Brgy. Zone 1, Talisay City, Negros Occidental</b>  <b>ROSALINDA S. TUVILLA, LLB</b> BAC Chairperson Tel. No. (034) 712-8404 <b><u>bac.sec@chmsc.edu.ph</u></b>
12.1(a)	No further instructions.
12.1(a)(ii)	The bidder's SLCC similar to the contract to be bid should have been completed within <i>two (2) years</i> prior to the deadline for the submission and receipt of bids.
13.1	No additional requirements.
13.1(b)	No further instructions.
13.1(c)	No additional requirements.
13.2	<b>ONE MILLION SIX HUNDRED TWENTY-TWO THOUSAND FIVE HUNDRED SIX PESOS &amp; 33/100 (Php1,622,506.33) Only.</b> Any bid with a financial component exceeding this amount shall not be accepted.
15.4(a)(iv)	No incidental services are required.
15.4(b)	No incidental services are required.
16.1(b)	The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.
16.3	Not applicable
17.1	Bids will be valid until <i>March 11, 2020</i> (120 c.d. from the date of bid opening)
18.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:  1. The amount of not less than <b>Php32,450.13</b> [ <i>Insert 2% of ABC</i> ], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or

	2. The amount of not less than <b>Php81,125.32</b> [ <i>Insert 5% of ABC</i> ] if bid security is in Surety Bond.
18.2	The bid security shall be valid until <i>March 11, 2020</i> (120 c.d. from the date of bid opening)
20.1	Each Bidder shall submit <i>1 (one)</i> original and <i>2 (two)</i> copies of the first and second components of its bid.
21	The address for submission of bids is  <b>CHMSC Conference Room, 4F Administration Bldg., Mabini St., Brgy. Zone 1, Talisay City, Negros Occidental</b>  The deadline for submission of bids is: <b>DATE: November 13, 2019</b> <b>TIME: 2:00 p.m.</b>
24.1	The place of bid opening is  <b>CHMSC Conference Room, 4F Administration Bldg., Mabini St., Brgy. Zone 1, Talisay City, Negros Occidental</b>  The date and time of bid opening is <b>DATE: November 13, 2019</b> <b>TIME: 2:30 p.m.</b>
24.2	No further instructions.
24.3	No further instructions.
27.1	No further instructions.
28.3(a)	<b>Grouping and Evaluation of Lots –</b>  Partial bid is not allowed. <i>All items to be grouped together to form one complete Lot that will be awarded to one Bidder to form one complete contract.</i>  In all cases, the NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder.  ONE (1) LOT - OIL IMERSSED DISTRIBUTION TRANSFORMER P1,622,506.33
28.4	No further instructions.
29.2	No additional requirement.
32.4(f)	No additional requirement.



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

### **Notes on the Special Conditions of Contract**

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

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

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

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

For foreign-assisted projects, the Special Conditions of Contract to be used is provided in Section IX-Foreign-Assisted Projects.

## Special Conditions of Contract

GCC Clause	
1.1 (g)	The Procuring Entity is <b>CARLOS HILADO MEMORIAL STATE COLLEGE</b>
1.1(i)	The Supplier is
1.1 (j)	The Funding Source is  the Government of the Philippines (GOP) through Corporate Budget of the College for 2020 approved by the governing Board, in the amount of <b>TWO MILLION SIX HUNDRED FIFTY-ONE THOUSAND NINE HUNDRED FORTY-ONE PESOS &amp; 25/100 (Php2,651,941.25) Only.</b>
1.1 (k)	The Project Site is Carlos Hilado Memorial State College, Alijis Campus.
2.1	No further instructions.
5.1	The Procuring Entity's address for Notices is:  ROSALINDA S. TUVILLA, LLB. Chairperson, Bids and Awards Committee CARLOS HILADO MEMORIAL STATE COLLEGE BRGY. ZONE 1, MABINI STREET TALISAY CITY, NEGROS OCCIDENTAL Telefax No. (034) 712-8404/712-0420 loc. 142  The Supplier's address for Notices is: _____
6.2	<b>Delivery and Documents –</b>  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:  <i>For Goods Supplied from Abroad, state "The delivery terms applicable to the Contract are DDP delivered Carlos Hilado Memorial State College, Talisay Campus. In accordance with INCOTERMS."</i>  <i>For Goods Supplied from Within the Philippines, state, "The delivery terms applicable to this Contract are delivered at Carlos Hilado</i>

*Memorial State College, Talisay Campus.* Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”

Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI Schedule of Requirements. The details of shipping and/or other documents to be furnished by the Supplier are as follows:

*For Goods supplied from within the Philippines:*

Upon delivery of the Goods to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents to the Procuring Entity:

- (i) Original and four copies of the Supplier’s invoice showing Goods’ description, quantity, unit price, and total amount;
- (ii) Original and four copies delivery receipt/note, railway receipt, or truck receipt;
- (iii) Original Supplier’s factory inspection report;
- (iv) Original and four copies of the Manufacturer’s and/or Supplier’s warranty certificate;
- (v) Original and four copies of the certificate of origin (for imported Goods);
- (vi) Delivery receipt detailing number and description of items received signed by the authorized receiving personnel;
- (vii) Certificate of Acceptance/Inspection Report signed by the Procuring Entity’s representative at the Project Site; and
- (viii) Four copies of the Invoice Receipt for Property signed by the Procuring Entity’s representative at the Project Site.

*For Goods supplied from abroad:*

Upon shipment, the Supplier shall notify the Procuring Entity and the insurance company by cable the full details of the shipment, including Contract Number, description of the Goods, quantity, vessel, bill of lading number and date, port of loading, date of shipment, port of discharge etc. Upon delivery to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents as applicable with the documentary requirements of any letter of credit issued taking precedence:

- (i) Original and four copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;
- (ii) Original and four copies of the negotiable, clean shipped on board bill of lading marked "freight pre-paid" and five copies of the non-negotiable bill of lading ;
- (iii) Original Supplier's factory inspection report;
- (iv) Original and four copies of the Manufacturer's and/or Supplier's warranty certificate;
- (v) Original and four copies of the certificate of origin (for imported Goods);
- (vi) Delivery receipt detailing number and description of items received signed by the Procuring Entity's representative at the Project Site;
- (vii) Certificate of Acceptance/Inspection Report signed by the Procuring Entity's representative at the Project Site; and
- (viii) Four copies of the Invoice Receipt for Property signed by the Procuring Entity's representative at the Project Site.

For purposes of this Clause the Procuring Entity's Representative at the Project Site is *MR. PHILIP ESTACION, Supply Officer*.

**Incidental Services –**

The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI Schedule of Requirements:

- (a) performance or supervision of on-site assembly and/or start-up of the supplied Goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;
- (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
- (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.