



# Bids and Awards Committee

Republic of the Philippines  
 Professional Regulation Commission  
 P. Paredes St., Sampaloc, Metro Manila  
 Facsimile: 5 310-0037 / email: bac@prc.gov.ph



**REGULAR MEMBERS:**

- JOSE Y. CUETO, JR.**  
 Chairman
- MARIA LIZA M. HERNANDEZ**  
 Vice-Chairperson
- GISELLE G. DURANA**  
 Member
- HENRIETTA P. NARVAEZ**  
 Member
- WILMA T. UNANA**  
 Member

**ALTERNATE MEMBERS:**

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 Member
- MARIDEL G. BANASIG**  
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- TEODORO V. MENDOZA II**  
 Member

**PROVISIONAL MEMBERS:**

- CRISANTO L. DECENA**  
 Provisional Member, Non-IT Projects
- REGIE O. TORRES**  
 Provisional Member, IT Projects

**SECRETARIAT:**

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 Secretary
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## SECTION III. Bid Data Sheet

ITB Clause	
5.3	a. For this purpose, similar contracts shall refer to contracts for the Supply and Delivery of Various HP Toners.  b. The Bidder must have completed, within <b><u>January 2018 prior to the date of the submission and opening of bids</u></b> , a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
7.1	No Further Instruction
12	No Further Instruction
14.1	The bid security shall be in the form of a <b>Bid Securing Declaration</b> .  <i>Unnotarized Bid Securing Declaration may be accepted in compliance with the GPPB Resolution No. 09-2020, dated 7 May 2020</i>
15	Bidders shall enclose their original eligibility and technical documents described in <b>ITB Clause 10 &amp; 11</b> in one sealed envelope marked <b><u>"ORIGINAL – TECHNICAL COMPONENT"</u></b> , and the original of their financial component in another sealed envelope marked <b><u>"ORIGINAL – FINANCIAL COMPONENT"</u></b> , sealing them all in an outer envelope marked <b><u>"ORIGINAL BID"</u></b> .  <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; width: 25%;"> <p style="text-align: center; font-size: small;">SUPPLY AND DELIVERY OF VARIOUS HP TONERS ITB NO. 2022-13</p> <p style="text-align: center; font-size: x-small;">NAME AND ADDRESS OF THE BIDDER</p> <p style="text-align: center; font-weight: bold; font-size: small;"><u>"ORIGINAL BID"</u></p> <p style="text-align: center; font-size: x-small;">The Bids and Awards Committee Professional Regulation Commission</p> <p style="text-align: center; font-size: x-small;">Do not open before: <b>May 19, 2022 at 10:30 AM</b></p> </div> <div style="border: 1px solid black; padding: 5px; width: 25%;"> <p style="text-align: center; font-size: small;">SUPPLY AND DELIVERY OF VARIOUS HP TONERS ITB NO. 2022-13</p> <p style="text-align: center; font-size: x-small;">NAME AND ADDRESS OF THE BIDDER</p> <p style="text-align: center; font-weight: bold; font-size: small;"><u>"ORIGINAL – TECHNICAL COMPONENT"</u></p> <p style="text-align: center; font-size: x-small;">The Bids and Awards Committee Professional Regulation Commission</p> <p style="text-align: center; font-size: x-small;">Do not open before: <b>May 19, 2022 at 10:30 AM</b></p> </div> <div style="border: 1px solid black; padding: 5px; width: 25%;"> <p style="text-align: center; font-size: small;">SUPPLY AND DELIVERY OF VARIOUS HP TONERS ITB NO. 2022-13</p> <p style="text-align: center; font-size: x-small;">NAME AND ADDRESS OF THE BIDDER</p> <p style="text-align: center; font-weight: bold; font-size: small;"><u>"ORIGINAL - FINANCIAL COMPONENT"</u></p> <p style="text-align: center; font-size: x-small;">The Bids and Awards Committee Professional Regulation Commission</p> <p style="text-align: center; font-size: x-small;">Do not open before: <b>May 19, 2022 at 10:30 AM</b></p> </div> </div>
	Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as "COPY NO. ___ - ELIGIBILITY and TECHNICAL COMPONENT" and "COPY NO. ___ – FINANCIAL COMPONENT" and the other envelope as "COPY NO. ___", respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.



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	<p><b>SUPPLY AND DELIVERY OF VARIOUS HP TONERS</b> <i>ITB NO. 2022-13</i></p> <p>NAME AND ADDRESS OF THE BIDDER</p> <p><b>"ORIGINAL - TECHNICAL COMPONENT"</b></p> <p>The Bids and Awards Committee Professional Regulation Commission</p> <p>Do not open before: <b>May 19, 2022 at 10:30 AM</b></p>
	<p><b>SUPPLY AND DELIVERY OF VARIOUS HP TONERS</b> <i>ITB NO. 2022-13</i></p> <p>NAME AND ADDRESS OF THE BIDDER</p> <p><b>"ORIGINAL COPY - ELIGIBILITY AND TECHNICAL COMPONENT"</b></p> <p>The Bids and Awards Committee Professional Regulation Commission Do not open before: <b>May 19, 2022 at 10:30 AM</b></p>
	<p><b>SUPPLY AND DELIVERY OF VARIOUS HP TONERS</b> <i>ITB NO. 2022-13</i></p> <p>NAME AND ADDRESS OF THE BIDDER</p> <p><b>"COPY NO. 1 - ELIGIBILITY AND TECHNICAL COMPONENT"</b></p> <p>The Bids and Awards Committee Professional Regulation Commission Do not open before: <b>May 19, 2022 at 10:30 AM</b></p>
	<p><b>SUPPLY AND DELIVERY OF VARIOUS HP TONERS</b> <i>ITB NO. 2022-13</i></p> <p>NAME AND ADDRESS OF THE BIDDER</p> <p><b>"COPY NO. 2 - ELIGIBILITY AND TECHNICAL COMPONENT"</b></p> <p>The Bids and Awards Committee Professional Regulation Commission Do not open before: <b>May 19, 2022 at 10:30 AM</b></p>
	<p><b>SUPPLY AND DELIVERY OF VARIOUS HP TONERS</b> <i>ITB NO. 2022-13</i></p> <p>NAME AND ADDRESS OF THE BIDDER</p> <p><b>"ORIGINAL COPY - FINANCIAL COMPONENT"</b></p> <p>The Bids and Awards Committee Professional Regulation Commission Do not open before: <b>May 19, 2022 at 10:30 AM</b></p>
	<p><b>SUPPLY AND DELIVERY OF VARIOUS HP TONERS</b> <i>ITB NO. 2022-13</i></p> <p>NAME AND ADDRESS OF THE BIDDER</p> <p><b>"ORIGINAL - FINANCIAL COMPONENT"</b></p> <p>The Bids and Awards Committee Professional Regulation Commission</p> <p>Do not open before: <b>May 19, 2022 at 10:30 AM</b></p>
	<p><b>SUPPLY AND DELIVERY OF VARIOUS HP TONERS</b> <i>ITB NO. 2022-13</i></p> <p>NAME AND ADDRESS OF THE BIDDER</p> <p><b>"COPY NO. 1 - FINANCIAL COMPONENT"</b></p> <p>The Bids and Awards Committee Professional Regulation Commission Do not open before: <b>May 6, 2022 at 10:00 AM</b></p>
	<p><b>SUPPLY AND DELIVERY OF VARIOUS HP TONERS</b> <i>ITB NO. 2022-13</i></p> <p>NAME AND ADDRESS OF THE BIDDER</p> <p><b>"COPY NO. 2 - FINANCIAL COMPONENT"</b></p> <p>The Bids and Awards Committee Professional Regulation Commission Do not open before: <b>May 19, 2022 at 10:30 AM</b></p>
<p>The original and the number of copies of the Bid as indicated in the BDS shall be typed or written in indelible ink and shall be signed by the bidder or its duly authorized representative/s.</p>	



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	<p>All envelopes shall:</p> <ul style="list-style-type: none"> <li>(a) contain the name of the contract to be bid in capital letters;</li> <li>(b) bear the name and address of the Bidder in capital letters;</li> <li>(c) be addressed to the Procuring Entity's BAC in accordance with <b>ITB</b> Clause 1.1;</li> <li>(d) bear the specific identification of this bidding process indicated in the <b>ITB</b> Clause 1; and</li> <li>(e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, in accordance with <b>ITB</b> Clause 16.</li> </ul> <p>Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC or the Procuring Entity shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.</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 for all the lots or contracts to be awarded to the Bidder.</p>
20.2	<p><i>Additional requirements stated herein.</i></p> <p><b><u>Only tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted.</u></b></p> <p><i>Note: The latest income and business tax returns are those within the last six months preceding the date of bid submission.</i></p> <p><b><u>Compliance with applicable Labor Laws</u></b></p> <p>Compliance with all the rights and benefits of the employees under Labor Code and applicable Wage Laws such as but not limited to: service incentive leave, rest days, overtime pay, 13<sup>th</sup> month pay, contributions and remittances of SSS, PhilHealth, and PAG-IBIG shall be mandatory.</p> <p><i>Note: Latest three (3) months proof of remittances.</i></p>
21.2	No Further Instruction