



Republic of the Philippines  
Professional Regulation Commission  
**Bids and Awards Committee**  
**Central Office**  
P. Paredes St., Sampaloc, Metro Manila  
Email: [bac@prc.gov.ph](mailto:bac@prc.gov.ph)



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**DEMOSTHENES N. MISTAL**  
Vice-Chairman

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**ALTERNATE MEMBERS:**

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Member

**BID BULLETIN NO. 1**  
**November 27, 2024**

**EARLY PROCUREMENT ACTIVITY FOR  
VARIOUS HP TONERS FOR YEAR 2025 [FOUR (4) LOTS]  
ITB No. 2025-09**

Please be advised of the following **clarifications and corrections** on the bidding documents:

**I. PROJECT TITLE**

The project title for all sections and documents is **“EARLY PROCUREMENT ACTIVITY FOR VARIOUS HP TONERS FOR YEAR 2025 [FOUR (4) LOTS].”**

**II. SECTION VIII. CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS**

See *Annex “A”* specifically Item 3 on the required amount of the SLCC:

3. The statement identifying the Bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid within the period from **January 2020 prior to the date of submission and opening of bids, equivalent to at least 50% of the TOTAL ABCs bidding for.**

**x x x**

**ACKNOWLEDGMENT AND COMPLIANCE WITH THE BID BULLETIN FOR  
THE EARLY PROCUREMENT ACTIVITY FOR VARIOUS HP TONERS FOR  
YEAR 2025 [FOUR (4) LOTS]**

**SIGNATURE OVER PRINTED NAME OF AUTHORIZED REPRESENTATIVE**

**DESIGNATION:  
NAME OF COMPANY:**

Please be guided accordingly.

**L. LOUIS P. VALERA**  
Chairman, Bids and Awards Committee  
Assistant Commissioner, PRC



SECTION VIII. CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS

ABC: Php6,120,222.55

DATE:

PROJECT: EARLY PROCUREMENT OF VARIOUS HP TONERS  
FOR YEAR 2025 [FOUR (4) LOTS]

Submissions must be labeled and arranged in order.

REQUIREMENTS	BIDDER'S INITIALS	P or F	P or F

TECHNICAL COMPONENT ENVELOPE			
LEGAL DOCUMENTS			
1. PhilGEPS Certificate of Registration – Platinum Membership			
TECHNICAL DOCUMENTS			
2. 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 within the period from <b>January 2022 prior to the date of the submission and opening of bids.</b>			
3. The statement identifying the Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid within the period from <b>January 2020 prior to the date of submission and opening of bids, equivalent to at least 50% of the total ABCs bidding for.</b> <i>For this purpose, similar contracts shall refer to contracts for <u>Procurement of Toner</u></i> The two statements required shall indicate for each contract, the following: i. Name of the contract; ii. Date of the contract; iii. Contract duration; iv. Owner's name and address; v. Kinds of goods/services; vi. For Statement of Ongoing Contract(s) -amount of contract and value of outstanding contract; vii. For Statement of SLCC – amount of completed contract, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement; viii. Date of delivery; and ix. End User's acceptance or Official Receipt(s) or Sales Invoice issued for the contract, if completed, which shall be attached to the statements.			
4. Bid Securing Declaration <i>Original Notarized Bid Securing Declaration Form</i>			
5. Conformity with the technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents. <i>*Section VI, Schedule of Requirements, and Section VII, Terms of Reference (TOR)/Technical specifications, including the Bid Bulletins, if any, must form part of the submission of documents.</i> <i>*Manufacturer's Certificate of Authenticity of the product; and Certificate as Authorized Reseller/ Distributor.</i> <i>*Technical Specification shall be supported by submitting samples or evidence of such compliance, if applicable.</i>			
6. Acknowledgment and compliance with Section IV, General Conditions of Contract, and Section V, Special Conditions of Contract, of the Bidding Documents.			

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*Section IV, General Conditions of Contract, and Section V, Special Conditions of Contract, must form part of the submission of documents.			
7. Omnibus Sworn Statement in accordance with Section 25.2 (a) (viii) of the IRR of RA 9184 and using the form prescribed in the Philippine Bidding Documents. <i>Original Notarized Omnibus Sworn Statement</i>			
8. Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.  Government-issued ID of the Corporate Secretary, in case of corporation, partnership, or cooperative, or the Representative, in case of sole proprietorship or joint venture, shall be attached.			
FINANCIAL DOCUMENTS			
9. 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, <b>for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission;</b>			
10. For compliance with the financial eligibility requirement, the bidders must submit a computation of its Net Financial Contracting Capacity (NFCC), 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.			
11. CLASS "B" If applicable, the 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 provision of the JVA in the instance that the bid is successful.			
FINANCIAL COMPONENT ENVELOPE			
12. Original duly signed and accomplished Financial Bid Form			
13. Original duly signed and accomplished price schedule(s).			
14. Bid Price			
<div>Legend: P = Passed F = Failed N/A=Not Applicable</div>			

Handwritten signatures and initials at the bottom right corner.

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Member

BIDDERS & OBSERVERS:

Signature Over Printed Name

Signature Over Printed Name

Signature Over Printed Name

Signature Over Printed Name

Signature Over Printed Name

Signature Over Printed Name

Handwritten signatures and initials.