



Republic of the Philippines  
Professional Regulation Commission  
**Bids and Awards Committee**  
**Central Office**

P. Paredes St., Sampaloc, Metro Manila  
Tel. Fax: 5-310-0037  
Email: bac@prc.gov.ph



REGULAR MEMBERS:

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Chairman

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Vice-Chairman

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Member

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Provisional Member, IT Projects

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SECTION III. Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. Similar contracts shall refer to contracts for <b>PROCUREMENT FOR THE SUPPLY AND DELIVERY OF HEAVY-DUTY PHOTOCOPIER MACHINES.</b></p> <p>b. The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC within the period from <b>January 2020</b> prior to the deadline for the submission and receipt of bids.</p>
7.1	No Further Instruction
12	The price of the Goods shall be quoted DDP in the Philippines or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a <b>Bid Securing Declaration, or any of the following forms and amounts:</b></p> <p>a) The amount of not less than two percent (2%) of the ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit: or</p> <p>b) The amount of not less than five percent (5%) of the ABC, if the bid security is in Surety Bond.</p>
15	<p>Bidders shall enclose their original eligibility and technical components described in ITB Clause 10 &amp; 11 in one sealed envelope (First Envelope) marked <b>"ORIGINAL – TECHNICAL COMPONENT"</b>, and the original of their financial component in another sealed envelope (Second Envelope) marked <b>"ORIGINAL – FINANCIAL COMPONENT"</b>, sealing them all in an outer envelope (Mother Envelope) marked <b>"ORIGINAL BID"</b></p> <div><p><b>First Envelope</b></p><p>EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF HEAVY-DUTY PHOTOCOPIER MACHINES / ITB No. 2025-04</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: December 09, 2024 at 10:30 AM</p></div> <p><b>Mother Envelope</b></p> <p>EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF HEAVY-DUTY PHOTOCOPIER MACHINES / ITB No. 2025-04</p> <p>Name and Address of the Bidder</p> <p><b>"ORIGINAL BID"</b></p> <p>The Bids and Awards Committee Professional Regulation Commission</p> <p>Do not open before: December 09, 2024 at 10:30 AM</p> <div><p><b>Second Envelope</b></p><p>EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF HEAVY-DUTY PHOTOCOPIER MACHINES / ITB No. 2025-04</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: December 09, 2024 at 10:30 AM</p></div>





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Each copy of the first and second envelopes shall contain three (3) envelopes, similarly sealed and marked as “ORIGINAL COPY, COPY NO. 1 and COPY NO. 2 - ELIGIBILITY and TECHNICAL COMPONENT” and “ORIGINAL COPY, COPY NO. 1 and COPY NO. 2 – FINANCIAL COMPONENT”, respectively.

**First Envelope**

EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF HEAVY-DUTY PHOTOCOPIER MACHINES / ITB No. 2025-04  
Name and Address of the Bidder  
**“ORIGINAL - TECHNICAL COMPONENT”**  
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EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF HEAVY-DUTY PHOTOCOPIER MACHINES / ITB No. 2025-04  
Name and Address of the Bidder  
**“ORIGINAL COPY - ELIGIBILITY AND TECHNICAL COMPONENT”**  
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EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF HEAVY-DUTY PHOTOCOPIER MACHINES / ITB No. 2025-04  
Name and Address of the Bidder  
**“COPY NO. 1 - ELIGIBILITY AND TECHNICAL COMPONENT”**  
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EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF HEAVY-DUTY PHOTOCOPIER MACHINES / ITB No. 2025-04  
Name and Address of the Bidder  
**“COPY NO. 2 - ELIGIBILITY AND TECHNICAL COMPONENT”**  
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**Second Envelope**

EARLY PROCUREMENT ACTIVITY FOR THE SUPPLY AND DELIVERY OF HEAVY-DUTY PHOTOCOPIER MACHINES / ITB No. 2025-04  
Name and Address of the Bidder  
**“ORIGINAL - FINANCIAL COMPONENT”**  
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**“COPY NO. 1 - FINANCIAL COMPONENT”**  
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Name and Address of the Bidder  
**“COPY NO. 2 - FINANCIAL COMPONENT”**  
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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.





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All envelopes shall:

- contain the name of the contract to be bid in capital letters;
- bear the name and address of the Bidder in capital letters;
- be addressed to the Procuring Entity's BAC in accordance with **ITB** Clause 1.1;
- bear the specific identification of this bidding process indicated in the **ITB** Clause 1; and
- bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, in accordance with **ITB** Clause 16.

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.

19.3

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.

In all cases, the NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder.

20.2

**Only tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted.**

*Note: The latest income and business tax returns are those within the last six months preceding the date of bid submission.*

**Compliance with applicable Labor Laws**

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.

*Latest three (3) months proof of remittances.*

21.2

*No further instruction*