

## ***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>University of Science and Technology of Southern Philippines (USTP) CDO</b>.</p> <p>The name of the Contract is <i>Proposed Procurement for the Supply and Delivery of Laptop Computer for Faculty in Support to Flexible Learning Program</i>.</p> <p>The identification number of the Contract is <i>USTP-GSPB-11-APP Supplemental-5050105003-2020</i>.</p>
1.2	<p>The lot and reference are:</p> <p><i>Proposed Procurement for the Supply and Delivery of Laptop Computer for Faculty in Support to Flexible Learning Program</i>.</p>
<b>2</b>	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through <b>INCOME for CY 2020</b> in the amount of <b>FOUR MILLION PESOS AND 00/100 (P4,000,000.00) ONLY</b>.</p> <p>The name of the Project is: <i>Proposed Procurement for the Supply and Delivery of Laptop Computer for Faculty in Support to Flexible Learning Program</i>.</p>
3.1	No further instructions.
5.1	No further instructions.
5.2	None of the circumstances mentioned in the <b>ITB</b> Clause exists in this Project. Foreign bidders, except those falling under <b>ITB</b> Clause 5.2(b), may not participate in this Project.
5.4	<p>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.</p> <p>For this purpose, similar contracts shall refer to <i>Supply and Delivery of ICT Equipment</i>.</p>
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>NOVEMBER 16, 2020, 02:00 P.M.</b> at the Procurement Services, 2/F Gym Lobby, USTP CDO, C.M. Recto Avenue, Cagayan de Oro City.

10.1	<p>The Procuring Entity's address is: C.M. Recto Ave., Lapasan, Cagayan de Oro City</p> <p>Ms. Melanie A. Jalover Head, Procurement Services Tel Nos. (088) 856-1738 local 164 Fax Nos. (088) 856-1739 www.ustp.edu.ph bacsec@ustp.edu.ph</p>
12.1(a)	<p>Additional Requirements:</p> <p>The technical specification that shall be submitted by the Bidder shall include, among others:</p> <ol style="list-style-type: none"> <li>a. duly accomplished Technical Specifications form;</li> <li>b. duly accomplished Schedule of Requirements form;</li> <li>c. product specifications as supported by brochures or catalogues;</li> <li>d. certification from the manufacturer/distributor as authorized reseller; and</li> <li>e. certification of Service Center within the Philippines.</li> </ol>
12.1(a)(ii)	The bidder's SLCC similar to the contract to be bid should have been completed within three (3) years 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)	<p><b>Additional requirements:</b></p> <p><i>Financial Bid Form</i> prescribed by the USTP and authenticated by the BAC chairperson, and which is duly accomplished and signed by the Bidder. The Bidder shall fill out completely the form, and shall give a breakdown of the bid price as shall be required therein.</p>
13.2	<p>The ABC is <b>FOUR MILLION PESOS AND 00/100 (P4,000,000.00) ONLY.</b></p> <p>Any bid for an item with a financial component exceeding the corresponding approved unit price as indicated in the bid form shall not be accepted.</p>
15.4(a)(iv)	No incidental services are required.
15.4(b)	<p>Not applicable.</p> <p>No incidental services are required.</p>
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 within ninety (90) calendar days from the date of the Opening of Bids.

18.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>1. The amount of not less than 2% of ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>2. The amount of not less than 5% of ABC, if bid security is in Surety Bond.</li> </ol>
18.2	The bid security shall be valid within One Hundred Twenty (120) calendar days from the opening of bids.
20.3	Each Bidder shall submit One (1) original and two (2) copies of the first and second components of its bid. Failure to submit the required number of copies shall result to automatic disqualification.
21	<p>The address for submission of bids is at the Procurement Services, 2<sup>nd</sup> Level Gymnasium Lobby, USTP CDO, C.M. Recto Ave., Lapasan Cagayan de Oro City.</p> <p>The deadline for submission of bids is on <b>DECEMBER 01, 2020, 02:00 P.M.</b></p>
24.1	<p>The place of bid opening is the Conference Room, Procurement Services, 2<sup>nd</sup> Level Gymnasium Lobby, USTP CDO, C.M. Recto Ave., Lapasan Cagayan de Oro City.</p> <p>The date and time of bid opening is on <b>DECEMBER 01, 2020, 02:00 P.M.</b></p>
24.2	No further instructions.
24.3	No further instructions.
27.1	No further instructions.
28.3 (a)	<p><b>Grouping and Evaluation of Lots –</b></p> <p><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></p> <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>
28.4	No further instructions.
29.2	<p>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.</p> <p><b><i>NOTE: The latest income and business tax returns are those within the last six (6) months preceding the date of bid submission.</i></b></p>
32.4(f)	No additional requirement.