



Bidding Documents for

Procurement of One (1) Unit of Truck Manlift with Boom Telescopic Type

NPDC-2024-EPA-ITB-006

(Early Procurement Activity)

2024

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the "*name of the Procuring Entity*" and "*address for bid submission*," should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA – Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all

attachments and appendices thereto and all documents incorporated by reference therein.

CIF - Cost Insurance and Freight.

CIP - Carriage and Insurance Paid.

CPI - Consumer Price Index.

DDP - Refers to the quoted price of the Goods, which means "delivered duty paid."

DTI - Department of Trade and Industry.

EXW - Ex works.

FCA - "Free Carrier" shipping point.

FOB - "Free on Board" shipping point.

Foreign-funded Procurement or Foreign-Assisted Project- Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement - Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as "Call-Offs," are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI - Government Financial Institution.

GOCC - Government-owned and/or -controlled corporation.

Goods - Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal

or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term "related" or "analogous services" shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP - Government of the Philippines.

GPPB - Government Procurement Policy Board.

INCOTERMS - International Commercial Terms.

Infrastructure Projects - Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs - Local Government Units.

NFCC - Net Financial Contracting Capacity.

NGA - National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project - refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA - Philippine Statistics Authority.

SEC - Securities and Exchange Commission.

SLCC - Single Largest Completed Contract.

Supplier - refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN - United Nations.

Section I. Invitation to Bid



**INVITATION TO BID FOR
PROCUREMENT OF ONE (1) UNIT OF TRUCK MANLIFT
WITH BOOM TELESCOPIC TYPE
NPDC-2024-EPA-ITB-006**

1. The **NATIONAL PARKS DEVELOPMENT COMMITTEE** through the National Expenditure Program (NEP) of 2025 intends to apply the sum of **Four Million Six Hundred Ten Thousand Pesos Only (Php 4,610,000.00)** being the ABC to payments under the contract for **PROCUREMENT OF ONE (1) UNIT OF TRUCK MANLIFT WITH BOOM TELESCOPIC TYPE / NPDC-2024-EPA-ITB-006**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **NATIONAL PARKS DEVELOPMENT COMMITTEE** now invites bids for the Early Procurement Activity (EPA) of the above Procurement Project. Delivery of the Goods is required within **four (4) months** upon receipt of the Notice to Proceed (NTP). The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. All values indicated on the cost breakdown must be rounded off to two decimal places including the total bid offer.
4. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
 - a. 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 No. 5183.

5. Prospective Bidders may obtain further information from **National Parks Development Committee** and inspect the Bidding Documents at the address given below during **weekdays from 8:00 AM to 5:00 PM**.
6. A complete set of Bidding Documents may be acquired by interested Bidders on **08 November 2024** from the given address and website(s) 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)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.
7. The National Parks Development Committee will hold a Pre-Bid Conference on **Monday, 18 November 2024, 2:00 PM** at **The Gallery, Rizal Park Luneta, Ermita, Manila** which shall be open to prospective bidders.
8. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **Monday, 02 December 2024, 12:00 NN at the Lobby, NPDC Office at the Old Planetarium, Padre Burgos Ave., Ermita, Manila**. Late bids shall not be accepted.
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
10. Bid opening shall be **Monday, 02 December 2024, 1:00 PM** at the **The Gallery, Rizal Park Luneta, Ermita, Manila**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
11. Bids shall be prepared in one (1) original and five (5) copies using the appropriate Bid forms provided in Section VIII of the Bidding Documents furnished in strict compliance to the requirements of RA 9184. Any erasure, correction, or changes shall be initialed by the bidder or his authorized representative. All pages must be signed on the space provided for. Any unsigned page of the bidder's tender shall be a ground for disqualification.

12. The award of contract for Procurement Projects undertaken through EPA may be made only upon the following conditions and shall be in accordance with Item 7 of Appendix 31 of the 2016 revised IRR of RA 9184:
- a. approval and effectivity of the funding sources, to wit: (i) General Appropriations Act; (ii) Corporate Budget; (iii) Appropriations Ordinance; or (iv) loan agreement in the case of FAPs; or
 - b. the reenactment of the previous year's budget which constitutes the current year's authorized budget, when authorized by the Constitution, law or rules
13. The **National Parks Development Committee** reserves the right to reject all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
14. For further information, please refer to:
BEO RAVEN V. BENSURTO
Head, NPDC-BAC Secretariat
National Parks Development Committee
NPDC Office, Padre Burgos St., Ermita, Manila
8880-4895
bac@npdc.gov.ph / bvbensurto@npdc.gov.ph
15. You may visit the following websites for downloading of Bidding Documents: www.npdc.gov.ph / <https://www.philgeps.gov.ph>

07 November 2024

(Sgd.)
FLORIZZA P. BUCLATIN
NPDC BAC Chairperson

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **National Parks Development Committee** wishes to receive Bids for the **PROCUREMENT OF ONE (1) UNIT OF TRUCK MANLIFT WITH TELESCOPIC TYPE BOOM** with identification number **NPDC-2024-EPA-ITB-006**.

The Procurement Project (referred to herein as "Project") is composed of 1 item, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **2025** in the amount of **Four Million Six Hundred Ten Thousand Pesos Only (Php 4,610,000.00)**.

2.2. The source of funding is:

- a. NEP, the National Expenditure Program of 2025

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
 - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- a. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

- a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

- a. Subcontracting is not allowed.

7.2. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through

electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

- a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in the **BDS**.
- b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in the **BDS**.

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency

accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in:

- a. Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until **One Hundred (120) Calendar Days**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

¹ In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184.

The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. The Project shall be awarded as follows:

Option 1 - One Project having several items that shall be awarded as one contract.

19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation 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. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

20.1 Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the 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 and stated in the **BDS**.

21. Signing of the Contract

21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

21.2. Within ten (10) calendar days from receipt of the Notice to Execute Framework Agreement with the Procuring Entity, the successful Bidder or its duly authorized representative shall formally enter into a Framework Agreement with the procuring entity for an amount of One Peso to be paid to the procuring entity as a consideration for the option granted by the procuring entity to procure the items in the Framework Agreement List when the need arises.

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. Supply and Delivery of Truck Manlift with Boom Telescopic Type</p> <p>Completed within ten (10) years upon submission of the bid</p>
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP Philippines or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than Php 92,200.00 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 Php 230,500.00 if bid security is in Surety Bond.</p>
15	<p>Bidders shall enclose their original eligibility and technical documents in one sealed envelope marked "ORIGINAL - TECHNICAL COMPONENT", and the original of their financial component in another sealed envelope marked "ORIGINAL - FINANCIAL COMPONENT", sealing them all in an outer envelope marked "ORIGINAL BID"</p> <p>All envelopes shall contain the name of the contract to be bid in capital letters PROCUREMENT OF ONE (1) UNIT OF TRUCK MANLIFT WITH TELESCOPIC TYPE BOOM</p> <p>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 FLORIZZA P. BUCLATIN BAC CHAIRPERSON NATIONAL PARKS DEVELOPMENT COMMITTEE P. BURGOS AVE, RIZAL PARK, ERMITA, MANILA</p> <p>bear the specific identification of this bidding process indicated in the ITB Clause 1: NPDC-2024-EPA-ITB-006</p> <p>bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids DO NOT OPEN BEFORE 02 December 2024 1:00 PM</p>

19.3	Not applicable.
20.1	<ol style="list-style-type: none"> 1. If sole proprietorship, DTI Registration certified by DTI; If partnership, SEC Certification of Registration and Articles of Partnership, and List of Partners; If corporation, SEC Certification of Registration and Articles of Incorporation; If joint venture, copy of Joint Venture Agreement certified by SEC; and, if cooperative, Certificate of Registration with the Cooperative Development Authority and Copy of Articles of Cooperation; 2. Copy of the Bidder's Current Business license and permit certified by the issuing office; 3. BIR Registration Certificate and valid BIR Tax Clearance; 4. Certification from Land Transportation Office (LTO)-accredited manufacturers and importers attesting to the availability of authorized dealers and service centers within Metro Manila for the last ten (10) years; 5. List of Dealers' service centers within Metro Manila; 6. Certificate of After Sales Service, Manpower Requirements and Availability of spare parts within the warranty period with the list of accredited services centers within Metro Manila, indicating the address, telephone numbers and contact persons; 7. Certificate of undertaking those spare parts be available 10 years from the date of acceptance; 8. Distributorship Agreement shall be provided for the legitimacy of the supplier.
21.2	Not applicable.

Section IV. General Conditions of Contract

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

- 2.1. Advance payment of the contract amount is provided under Annex "D" of the revised 2016 IRR of RA No. 9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p>Scope of Contract are detailed in the Attached Terms of Reference.</p> <p>For purposes of this Clause the Procuring Entity's Representative at the Project Site is</p> <p style="text-align: center;">Mr. Freddie M. Tibor Senior Administrative Assistant I Park Operations Division.</p> <p>Incidental Services – The Supplier is required to provide all services, including additional services, if any, specified in Section VI. Schedule of Requirements.</p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services</p>
2	<p>Payment Terms:</p> <p>The payment shall be done within thirty (30) calendar days upon receipt, inspection and acceptance of the vehicle including documents such as Motor Vehicle Official Receipt and Certificate of Registration.</p>
5	<p>Warranty -Three (3) years or one hundred thousand (100,000) kilometers whichever comes first.</p>

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Unit	Delivered, Weeks/Months
I.	Supply and Delivery of One (1) Unit of Truck Manlift with Boom Telescopic (Details in the Attached TOR)	1	lot	Four (4) months upon the receipt of the Notice to Proceed (NTP)
II.	Provision of Motor Vehicle Insurances (as detailed in the TOR)			
III.	Provision of Other Requirements (as detailed in the TOR)			
IV.	Provision of After Sales Services (as detailed in the TOR)	1	lot	Three (3) years or one hundred thousand (100,000) kilometers whichever comes first.

I hereby certify to comply and deliver all the above requirements:

NAME OF BIDDER

SIGNATURE

DATE

Section VII. Technical Specifications

Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>

One (1) UNIT OF MANLIFT TELESCOPIC TYPE TRUCK - 6-WHEELER		
ITEM	DESCRIPTION	MIN. SPECIFICATIONS
1.	Body Type	Brand new 6-wheeler Manlift; Height reach range/working height: Minimum of 12 meters, Type of boom telescopic, Basket capacity 2-person fiberglass with 1000 kilo-volt-amperes (KV)
2.	Model	2025 or latest model
3.	Quantity	One (1) Unit
4.	Color	White
5.	Engine and Transmission	
	5.1 Engine Size	2.9 Liters to 5.5 Liters turbocharged and intercooled diesel engine
	5.2 Displacement (cc)	2,868.1 to 5,439.5
	5.3 Euro level	Euro-4 Emission Standard
	5.4 Drive	4 x 2
	5.5 No. of Cylinders	4
	5.6 Fuel Delivery System	Common Rail / Direct Injection
	5.7 No. of Valves	16 Valves (DOHC) or (Overhead Valve)
	5.8 Transmission	Manual Transmission 6 Speed with overdrive
	5.9 Steering Type	Left Hand Drive, Telescopic and tilt steering column, recirculating ball integral Power Steering
	5.10 Fuel Type	Diesel
	5.11 Fuel Tank Capacity	100 to 120 Liters
6.	Dimensions & Weight	
	6.1 No. of Doors	Two (2) doors

	6.2 Seating Capacity	3-Seater (Including Driver)
	6.3 Seats	Adjustable
	6.4 Gross Vehicle Weight (GVW)	Not exceeding 16,880 kilograms
7.	Tires and Wheels	
	7.1 Wheel Size	16 to 17 Inches 5-stud disc wheel; 7-numbers (including one spare tire)
	7.2 Wheel Type	Steel rims
8.	Safety and Security	
	8.1 Seatbelts	Equipped
	8.2 Front Brakes	Discs Brakes or drum
	8.3 Rear Brakes	Drum Brakes
	8.4 Lights	Halogen multi-reflector headlamps
9.	Add-On Features	
	9.1 Audio System	Equipped
	9.2 Air-Conditioning System	Equipped
10.	Accessories	
	10.1 Early Warning Device	Equipped
	10.2 Fire Extinguisher	Equipped
	10.3 Floor Matting	Equipped
	10.4 Seat cover	Equipped
	10.5 First Aid Kit	Equipped
	10.6 12V or 24V accessories socket	Equipped
	10.7 Tint	Original tint
	10.8 Head Rest	Driver & Passenger

	10.9 Rust Proof	Free factory rust proof
	10.10 Fuel	Free 50 Liters Diesel fuel
11.	Equipment Tools	
	11.1 Standard Set of Tools	Equipped
	11.2 Hydraulic Jack	Equipped
	11.3 Spare Tire	Equipped
	11.4 Tire Wrench	Equipped
12.	Maintenance Manual	Bidders shall provide maintenance manual in English Language
13.	Operational Manual	Bidders shall provide operational manual in English Language

Other Requirements:	
<ol style="list-style-type: none"> 1. Warranty -Three (3) years or one hundred thousand (100,000) kilometers whichever comes first. 2. Three (3) years LTO Registration (Government Vehicle-Red Plate). 3. One (1) year GSIS Comprehensive motor vehicle insurance. 4. One (1) year GSIS Third Party Liability motor vehicle Insurance. 5. Free parts and labor on preventive maintenance service within the first one thousand (1000) and five thousand (5000) kilometers. 6. Dealers must have service centers within Metro Manila. 7. Dealer shall provide a free actual training and seminars to all drivers for proper handling of the vehicles at National Parks Development Committee (NPDC) 8. AFTER SALES SERVICE <ol style="list-style-type: none"> a. Submission of Certificate of After Sales Service, Manpower Requirements and Availability of spare parts within the warranty period with the list of accredited services centers within Metro Manila, indicating the address, telephone numbers and contact persons. b. Certificate of undertaking those spare parts be available 10 years from the date of acceptance c. The vehicle manufacturer has their own manufacturer plant in the Philippines for after sales service purposes 9. Original Warranty/Guarantee Certificates shall be issued in the name of National Parks Development Committee (NPDC). 10. Distributorship Agreement shall be provided for the legitimacy of the supplier. 	

11. In the observance of COA Circular 1977-061: Provision of *"For Official Use Only"* marking with the name of the office using it on each side of the motor Vehicle (see attached picture).



FOR OFFICIAL USE ONLY (3 inches size)

I hereby certify to comply and deliver all the above requirements:

NAME OF BIDDER

SIGNATURE

DATE

Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

Technical Documents

- ☐ (b) 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; **and**
- ☐ (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- ☐ (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, 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.

Financial Documents

- ☐ (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) **or A** committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- ☐ (h) If applicable, a duly signed joint venture agreement (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 provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

- ☐ (i) Original of duly signed and accomplished Financial Bid Form; **and**
☐ (j) Original of duly signed and accomplished Price Schedule(s).

Other documentary requirements under RA No. 9184 (as applicable)

- ☐ (k) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
☐ (l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

ANNEX A - TERMS OF REFERENCE
PROCUREMENT OF ONE (1) UNIT OF TRUCK MANLIFT
WITH BOOM TELESCOPIC TYPE

I. RATIONALE

The National Parks Development Committee is a government agency attached to the Department of Tourism mandated by Executive Order Nos. 30 and 69 to develop, preserve, and manage Rizal Park, Paco Park and other urban/open parks that may be assigned to NPDC. In compliance with the Republic Act. No. 9184 known as the “*Government Procurement Reform Act*”, NPDC will be conducting a public bidding for the **PROCUREMENT OF ONE (1) UNIT OF TRUCK MANLIFT WITH TELESCOPIC TYPE BOOM.**

II. OBJECTIVE

The *Procurement of One (1) Unit of Truck Manlift with Boom Telescopic Type* project is intended for the procurement of a brand-new truck manlift with boom (telescopic type) in accordance with the agency’s required specifications.

This vehicle shall be used to ensure that the parks under the NPDC are well-maintained and managed through the efficient and effective conduct of tree pruning activities, maintenance and repair works of park infrastructures and of electrical facilities such as lamp posts and CCTVs, and support services to park events and activities.

III. APPROVED BUDGET

The Approved Budget of the Contract (ABC) is **Four Million Six Hundred Ten Thousand Pesos Only (Php 4,610,000.00)** inclusive of Delivery Charges, Release fees, VAT and other applicable government taxes to be charged to National Expenditure Program 2025.

IV. BIDDER’S QUALIFICATIONS

1. Must be at least ten (10) years of operation in the Philippine market.
2. Certification from Land Transportation Office (LTO)-accredited manufacturers and importers attesting to the availability of authorized dealers and service centers within Metro Manila for the last ten (10) years.

V. DELIVERABLES

One (1) brand-new truck manlift with telescopic type boom. The units shall be large six-wheel enclosed vehicles intended for proper and efficient conduct of maintenance and operations tasks for routinary, occasional and various tasks,

events and projects of the agency. This vehicle is significant in conducting construction and installation works, tree pruning maintenance activities, event preparations, CCTV installation and maintenance, lighting and electrical system installation, repair and maintenance, and other park activities. This truck shall be used to lift heavy materials and construction materials and equipment. conveying passengers and/or hauling cargo, traditionally having two (2) doors (two side doors for the driver and front passengers), and the seating capacity of three (3) passengers, including the driver.

VI. TECHNICAL SPECIFICATIONS

The technical specifications of the one (1) unit of truck manlift with boom telescopic type shall be in accordance with the following requirements:

One (1) UNIT OF MANLIFT TELESCOPIC TYPE TRUCK - 6-WHEELER		
ITEM	DESCRIPTION	MIN. SPECIFICATIONS
1.	Body Type	Brand new 6-wheeler Manlift; Height reach range/working height: Minimum of 12 meters, Type of boom telescopic, Basket capacity 2-person fiberglass with 1000 kilo-volt-amperes (KV)
2.	Model	2025 or latest model
3.	Quantity	One (1) Unit
4.	Color	White
5.	Engine and Transmission	
	5.1 Engine Size	2.9 Liters to 5.5 Liters turbocharged and intercooled diesel engine
	5.2 Displacement (cc)	2,868.1 to 5,439.5
	5.3 Euro level	Euro-4 Emission Standard
	5.4 Drive	4 x 2
	5.5 No. of Cylinders	4

	5.6 Fuel Delivery System	Common Rail / Direct Injection)
	5.7 No. of Valves	16 Valves (DOHC) or (Overhead Valve)
	5.8 Transmission	Manual Transmission 6 Speed with overdrive
	5.9 Steering Type	Left Hand Drive, Telescopic and tilt steering column, recirculating ball integral Power Steering
	5.10 Fuel Type	Diesel
	5.11 Fuel Tank Capacity	100 to 120 Liters
6.	Dimensions & Weight	
	6.1 No. of Doors	Two (2) doors
	6.2 Seating Capacity	3-Seater (Including Driver)
	6.3 Seats	Adjustable
	6.4 Gross Vehicle Weight (GVW)	Not exceeding 16,880 kilograms
7.	Tires and Wheels	
	7.1 Wheel Size	16 to 17 Inches 5-stud disc wheel; 7-numbers (including one spare tire)
	7.2 Wheel Type	Steel rims
8.	Safety and Security	
	8.1 Seatbelts	Equipped
	8.2 Front Brakes	Discs Brakes or drum
	8.3 Rear Brakes	Drum Brakes
	8.4 Lights	Halogen multi-reflector headlamps
9.	Add-On Features	

	9.1 Audio System	Equipped
	9.2 Air-Conditioning System	Equipped
10.	Accessories	
	10.1 Early Warning Device	Equipped
	10.2 Fire Extinguisher	Equipped
	10.3 Floor Matting	Equipped
	10.4 Seat cover	Equipped
	10.5 First Aid Kit	Equipped
	10.6 12V or 24V accessories socket	Equipped
	10.7 Tint	Original tint
	10.8 Head Rest	Driver & Passenger
	10.9 Rust Proof	Free factory rust proof
	10.10 Fuel	Free 50 Liters Diesel fuel
11.	Equipment Tools	
	11.1 Standard Set of Tools	Equipped
	11.2 Hydraulic Jack	Equipped
	11.3 Spare Tire	Equipped
	11.4 Tire Wrench	Equipped
12.	Maintenance Manual	Bidders shall provide maintenance manual in English Language
13.	Operational Manual	Bidders shall provide operational manual in English Language

VII. OTHER REQUIREMENTS

12. Company Profile including Registration Certificate from Security and Exchange Commission or DTI Business Name, Valid and current Mayor's permit, and Platinum PhilGeps registration.
13. Warranty -Three (3) years or one hundred thousand (100,000) kilometers whichever comes first.
14. Three (3) years LTO Registration (Government Vehicle-Red Plate).
15. One (1) year GSIS Comprehensive motor vehicle insurance.
16. One (1) year GSIS Third Party Liability motor vehicle Insurance.
17. Free parts and labor on preventive maintenance service within the first one thousand (1000) and five thousand (5000) kilometers.
18. Dealers must have service centers within Metro Manila.
19. Dealer shall provide a free actual training and seminars to all drivers for proper handling of the vehicles at National Parks Development Committee (NPDC)
20. AFTER SALES SERVICE
 - a. Submission of Certificate of After Sales Service, Manpower Requirements and Availability of spare parts within the warranty period with the list of accredited services centers within Metro Manila, indicating the address, telephone numbers and contact persons.
 - b. Certificate of undertaking those spare parts be available 10 years from the date of acceptance
 - c. The vehicle manufacturer has their own manufacturer plant in the in the Philippines for after sales service purposes
21. Original Warranty/Guarantee Certificates shall be issued in the name of National Parks Development Committee (NPDC).
22. Distributorship Agreement shall be provided for the legitimacy of the supplier.
23. In the observance of COA Circular 1977-061: Provision of "*For Official Use Only*" marking with the name of the office using it on each side of the motor Vehicle (see attached picture).

VIII. DELIVERY SCHEDULE

1. Delivery Period: The one (1) unit of brand-new truck manlift with boom (telescopic type) must be delivered within **two to four months** upon the receipt of the Notice to Proceed (NTP).
2. Delivery Site: The motor vehicle must be delivered at the address below:

NATIONAL PARKS DEVELOPMENT COMMITTEE

Rizal Park Luneta, T. M. Kalaw Street, Manila Philippines, 1000

3. Delivery should be made within office hours and on regular working days on or before the stipulated date in the contract unless otherwise specified for valid reason why the same cannot be complied with.

IX. INSPECTION, TESTING and ACCEPTANCE

1. After Sales Service and Support during the warranty period, all reported defects shall be completely/satisfactorily repaired/replaced by the winning bidder/supplier within 72 hours after receipt of a verbal and/or written notice from the NPDC.
2. The NPDC shall have the right to reject and return the unit and cancel the corresponding Contract if units delivered are defective, incomplete, or non-compliant to the specifications herein specified.
3. All costs of testing shall be for the account of the supplier.

X. TERMS OF PAYMENT

The payment shall be done within thirty (30) calendar days upon receipt, inspection and acceptance of the vehicle including documents such as Motor Vehicle Official Receipt and Certificate of Registration.

I hereby certify to comply and deliver all the above requirements:

NAME OF BIDDER

SIGNATURE

DATE