

**PHILIPPINE BIDDING DOCUMENTS**

**LABOR AND MATERIALS  
FOR THE PRODUCTION  
OF AICS RISOGRAPH  
FORMS**

Under Framework Agreement  
IB GOP 2025-DSWD-002

Government of the Republic of the Philippines

Department of Social Welfare and Development  
Field Office V  
November 2024

**Sixth Edition  
July 2020**

# 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 Nation

# ***Section I. Invitation to Bid***



**INVITATION TO BID FOR  
LABOR AND MATERIALS FOR THE  
PRODUCTION OF AICS RISOGRAPH FORMS  
UNDER FRAMEWORK AGREEMENT**

1. The **Department of Social Welfare and Development FO V** using a **single-year Framework Agreement**, through the **NEP, National Expenditure Program FY 2025** intends to apply the sum of **Sixteen Million One Hundred Thousand Pesos only (₱16,100,000.00)** being the ABC to payments under the contract for each item. Bids received in excess of the total cost per item shall be automatically rejected at bid opening.
2. The **Department of Social Welfare and Development FO V** now invites bids for **LABOR AND MATERIALS FOR THE PRODUCTION OF AICS RISOGRAPH FORMS**. Delivery of the Goods is required within after issuance of a Call-Off *by the PE*. Bidders should have completed, within *Two (2) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. 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.
4. Prospective Bidders may obtain further information from **Department of Social Welfare and Development Field Office V** and inspect the Bidding Documents at the address given below during **8:00AM to 4:00PM** (Except Saturdays, Sundays & Holidays).
5. A complete set of Bidding Documents may be acquired by interested Bidders on **November 20, 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 Twenty Five Thousand Pesos (₱25,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees **by presenting it in person, or sending it through email**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity,

provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

Bidders may pay through bank deposit or fund transfer to **DSWD – Trust Fund DBP Account No. 0-01077-615-4.**

6. The **Department of Social Welfare and Development Field Office V** will hold a Pre-Bid Conference<sup>1</sup> on **November 26, 2024, 9:00 AM** through video conferencing **via Google Meet**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below, on or before **12:00 PM, December 10, 2024**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
9. Bid opening shall be on **December 10, 2024, at 01:00 PM** via **Google Meet**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. Meeting links will be available upon request through the official BAC Secretariat email address below.
11. The **Department of Social Welfare and Development Field Office V** reserves the right to reject any and 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.
12. For further information, please refer to:  
  
**JINKY A. MANGAMPO**  
Head, Procurement Section  
DSWD FO V, Government Center Site, Rawis, Legazpi City 4500  
Email address: [bacsec.fo5@dswd.gov.ph](mailto:bacsec.fo5@dswd.gov.ph) /Cellphone No.: 0910-017-0818
13. You may visit the following websites:  
For downloading of Bidding Documents: <https://fo5.dswd.gov.ph/procurement-opportunities/philgeps2025/>

(SGD.)

**CLAUDIO A. VILLAREAL JR.**  
*BAC Chairperson*

***Section II. Instructions to Bidders***

## 1. Scope of Bid

The Procuring Entity, **Department of Social Welfare and Development FO V** wishes to receive Bids for the **Labor and Materials for the Production of AICS Risograph Forms** under Framework Agreement, with identification number **IB GOP 2025-DSWD-002**.

The Procurement Project (referred to herein as “Project”) is composed of One (1) Lot, 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 **Sixteen Million One Hundred Thousand Pesos only (₱16,100,000.00)**.

2.2. The source of funding is:

a. NEP, the National Expenditure Program for FY 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.

- a. 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.

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 Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) 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.

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time 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 within the *period as provided in paragraph 2 of the IB* 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.

- 11.5. Financial proposals for single or multi-year Framework Agreement shall be submitted before the deadline of submission of bids as prescribed in the **IB**. For multi-year Framework Agreement, evaluation of the financial proposal during this stage is for purposes of determining eligibility and whether or not such financial proposal is within the ABC.

## 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**.
- 12.2. For Framework Agreement, the following should also apply in addition to Clause 12.1:
- a. For a single year Framework Agreement, the prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.

## 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 Declaration<sup>2</sup> 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 December 2025. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 14.3. In the case of Framework Agreement, other than the grounds for forfeiture under the 2016 revised IRR, the bid security may also be forfeited if the successful bidder fails to sign the Framework Agreement, or fails to furnish the performance security or performance securing declaration. Without prejudice on its forfeiture, bid securities shall be returned only after the posting of performance security or performance securing declaration, as the case may be, by the winning Bidder or compliant Bidders and the signing of the Framework Agreement.

## 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

- 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**.
- 16.2. For multi-year Framework Agreement, the submission of bids shall be for the initial evaluation of their technical and financial eligibility. Thereafter, those declared eligible during the said initial eligibility evaluation and entered into a

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<sup>2</sup> 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.



Framework Agreement with the Procuring Entity shall submit anew their best financial offer at the address and on or before the date and time indicated in the Call for each mini-competition.

## **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.
- 18.2. For multi-year Framework Agreement, determination of margin of preference shall be conducted every call for Mini-Competition.

## **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.
- a. In the case of single-year Framework Agreement, the Lowest Calculated Bid shall be determined outright after the detailed evaluation;
  - b. For multi-year Framework Agreement, the determination of the eligibility and the compliance of bidders with the technical and financial aspects of the projects shall be initially made by the BAC, in accordance with Item 7.4.2 of the Guidelines on the Use of Framework Agreement.
- 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. For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HoPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.

20.2. 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, or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant, 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**. For every mini-competition in Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification.

## **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. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Framework Agreement Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.

- 21.3. 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.
- 21.4. The Procuring Entity shall enter into a Framework Agreement with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 21.5. The following documents shall form part of the Framework Agreement:
  - a. Framework Agreement Form;
  - b. Bidding Documents;
  - c. Call-offs;
  - d. Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.*, bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
  - e. Performance Security or Performance Securing Declaration, as the case may be;
  - f. Notice to Execute Framework Agreement; and
  - g. Other contract documents that may be required by existing laws and/or specified in the **BDS**.

## ***Section III. Bid Data Sheet***

# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> <li>a. Supply and Delivery / Printing of various sheets and/or booklets;</li> <li>b. completed within <b>two (2) years</b> prior to the deadline for the submission and receipt of bids.</li> </ul>
7.1	“Not applicable”.
12	The price of the Goods shall be quoted DDP <b>Legazpi City, Philippines</b> 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> <ul style="list-style-type: none"> <li>a. The amount of not less than <b><u>two percent 2% of ABC</u></b>, if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b><u>five percent (5%) of ABC</u></b> if bid security is in Surety Bond.</li> </ul>
19.3	“Not applicable”.
20.2	“Usual/applicable permit/s required by law”.
21.2	“No additional contract documents required”.

## ***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**.
- 2.3. For a single-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier in its bid.
- 2.4. For multi-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier during conduct of Mini-Competition.

## 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. *In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.*

#### **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 or Framework Agreement specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. 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**

5.1 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.

5.2 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><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>“The delivery terms applicable to this Contract are delivered <i>DSWD FOV, Legazpi City</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>Supply Officer</i>.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> </ol>
	<ol style="list-style-type: none"> <li>e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</li> </ol>

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.

**Spare Parts –**

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
2. in the event of termination of production of the spare parts:
  - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
  - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the costs thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of *Three (3) years*.

Spare parts or components shall be supplied as promptly as possible, but in any case, within one month of placing the order.

**Packaging –**

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

	<p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity  Name of the Supplier  Contract Description  Final Destination  Gross weight  Any special lifting instructions  Any special handling instructions  Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers</p>

	<p>risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<i>“Not Allowed.”</i>
4	The inspections and tests that will be conducted are: <i>Applicable Tests and Inspection.</i>

## *Section VI.*

### *Framework Agreement List*

Limited to repeatedly required goods and services that are identified to be necessary and desirable, but, by its nature, use or characteristic, the quantity and/ or exact time of need cannot be accurately pre-determined and are not advisable to be carried in stock.

<b>FRAMEWORK AGREEMENT LIST</b>				
<i>Department of Social Welfare and Development FO V</i>				
<i>Item / Service Type and nature of each item/service</i>		<i>Cost per item or service</i>	<i>Maximum Quantity</i>	<i>Total Cost per Item</i>
1	Certificate of Eligibility Financial Assistance - A4, 70gsm, 500sheet/ream, One Side Print, Black & White	₱700.00	5,000 Ream	₱3,500,000.00
2	Certificate of Eligibility Guarantee Letter -A4, 70gsm, 500sheet/ream, One Side Print, Black & White	₱700.00	3,000 Ream	₱2,100,000.00
3	General Intake Sheet A4, 70gsm, 500sheet/ream, One Side Print, Black & White	₱700.00	5,000 Ream	₱3,500,000.00
4	Data Privacy - Back-to-Back, A4, 70gsm, 500sheet/ream, Black & White	₱700.00	3,000 Ream	₱2,100,000.00
5	Step Form A4, 70gsm, 500sheet/ream, One Side Print, Black & White	₱700.00	1,000 Ream	₱700,000.00
6	Compliance Form Medical - A4, 70gsm, 500sheet/ream, One Side Print, Black & White	₱700.00	1,000 Ream	₱700,000.00
7	Compliance Form Burial - A4, 70gsm, 500sheet/ream, One Side Print, Black & White	₱700.00	1,000 Ream	₱700,000.00

8	Compliance Form Educational - A4, 70gsm, 500sheet/ream, One Side Print, Black & White	₱700.00	1,000 Ream	₱700,000.00
9	Compliance Form Cash Relief - A4, 70gsm, 500sheet/ream, One Side Print, Black & White	₱700.00	1,000 Ream	₱700,000.00
10	Acknowledgement Receipt – A4 70gsm, 500sheet/ream, One Side Print, Black & White	₱700.00	1,000 Ream	₱700,000.00
11	Client Satisfaction - A4 70 gsm,500 sheet /ream Back-to-Back, Black and White	₱700.00	1,000 Ream	₱700,000.00
<b>TOTAL</b> <i>(Approved Budget for the Contract)</i>		<b>₱16,100,000.00</b>		
<i>Expected delivery timeframe after receipt of a Call-Off.</i>		<b>Within 7 calendar days upon issuance of Call-off.</b>		
<i>Remarks</i>				
<b>SIGNATURE OVER PRINTED NAME</b>		<b>POSITION</b>	<b>DEPARTMENT/DIVISION</b>	

## ***Section VII. Technical Specifications***



# *Technical Specifications*

<b>TECHNICAL SPECIFICATIONS</b>			
<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.</i></p>			
<b>Item / Service</b>	<b>Maximum Quantity</b>	<b>Technical Specifications / Scope of Work</b>	<b>Statement of Compliance</b>
Certificate of Eligibility Financial Assistance	5,000 Ream	A4, 70gsm, 500sheet/ream, One Side Print, Black & White	
Certificate of Eligibility Guarantee Letter	3,000 Ream	A4 Bons Paper 70gsm,500 sheet/ream-One Sided Print, Black and White	
General Intake Sheet	5,000 Ream	A4 Bond Paper 70gsm,500sheet/ ream-One Sided Print, Black and White	
Data Privacy	3,000 Ream	Back-to-Back A4 Bond Paper70 gsm,500sheet/re am, Black and White	
Step Form	1,000 Ream	A4 Bond Paper 70gsm 500sheet/ream- One Sided Print, Black and White	

Compliance Form - Medical	1,000 Ream	A4 Bond Paper 70gsm 500sheet/ream- One Sided Print, Black and White	
Compliance Form - Burial	1,000 Ream	A4 Bond Paper 70gsm,500sheet/ ream-One Sided Print, Black and White	
Compliance Form - Educational	1,000 Ream	A4 Bond Paper 70gsm,500sheet/ ream-One Sided Print, Black and White	
Compliance Form – Cash Relief	1,000 Ream	A4 Bond Paper 70gsm,500sheet/ ream-One Sided Print, Black and White	
Acknowledgment Receipt	1,000 Ream	A4 Bond Paper 70gsm,500sheet/ ream-One Sided Print, Black and White	
Client Satisfaction	1,000 Ream	A4 Bond Paper 70gsm,500sheet/ ream, Back-to- back, Black and White	

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Date: \_\_\_\_\_

# SAMPLE FORM:

## CERTIFICATE OF ELIGIBILITY – FINANCIAL



**PROTECTIVE SERVICES DIVISION  
CRISIS INTERVENTION SECTION/ FIELD OFFICE V**  
DSWD-PMB-GF-013 | REV 03 | 14 MAY 2024

### CERTIFICATE OF ELIGIBILITY (Outright Cash)

QN:  PCN:  Date:  MM DD YYYY

AICS  AKAP  New  Returning  On-site  Walk-in  Referral  Off-site  Malasakit Center

This is to certify that, \_\_\_\_\_,  Male  Female  
Kumpletong Pangalan ng kliyente (First Name Middle Name Last Name) Kasarian (Sex) Edad (Age)

and presently residing at \_\_\_\_\_  
Kumpletong Tirahan (Complete Address)

has been found eligible for assistance after the assessment and validation conducted, for his/herself or in representation of his/her

Relasyon ng Kinatawan sa Benepisyaryo (Relationship of the Representative to Beneficiary) \_\_\_\_\_ Kumpletong Pangalan ng Benepisyaryo (First Name Middle Name Last Name) \_\_\_\_\_

Records of the case such as the following are confidentially filed at the Crisis Intervention Division (CID)			
<input type="checkbox"/> General Intake Sheet	<input type="checkbox"/> Medical Certificate/Abstract	<input type="checkbox"/> Laboratory	<input type="checkbox"/> Social Case Study Report
<input type="checkbox"/> Justification	<input type="checkbox"/> Prescriptions	<input type="checkbox"/> Promissory Note	<input type="checkbox"/> Contract of Employment
<input type="checkbox"/> Valid I.D. Presented	<input type="checkbox"/> Statement of Account	<input type="checkbox"/> Funeral Contract	<input type="checkbox"/> Certificate of Employment
	<input type="checkbox"/> Treatment Protocol	<input type="checkbox"/> Death Certificate	<input type="checkbox"/> Income Tax Return
	<input type="checkbox"/> Quotation/Chargeslip	<input type="checkbox"/> Death Summary	<input type="checkbox"/> Others _____
	<input type="checkbox"/> Discharge Summary	<input type="checkbox"/> Referral Letter	

The Client is hereby recommended to receive \_\_\_\_\_ assistance for \_\_\_\_\_  
in the amount of \_\_\_\_\_ Php. \_\_\_\_\_ CHARGEABLE AGAINST: \_\_\_\_\_

**Conforme:**

**Prepared by:**

**Approved by:**

\_\_\_\_\_  
Client  
(Signature over Printed Name)

\_\_\_\_\_  
Social Worker  
(Signature over Printed Name)

\_\_\_\_\_  
Approving Authority  
(Signature over Printed Name)

#### Acknowledgement Receipt

Date:  MM DD YYYY

Financial Assistance \_\_\_\_\_ Php \_\_\_\_\_  
(Amount in words)

Medical Assistance  Transportation Assistance  Food Assistance  
 Funeral Assistance  Educational Assistance  Cash Relief Assistance

**Tinanggap ni:**

**Binayaran ni:**

**Sinaksihan ni:**

\_\_\_\_\_  
Client  
(Signature over Printed Name)

\_\_\_\_\_  
RDO / SDO  
(Signature over Printed Name)

\_\_\_\_\_  
SWO / ADMIN  
(Signature over Printed Name)

\*E.O 163 series 2022



# CERTIFICATE OF ELIGIBILITY – GUARANTEE LETTER



PROTECTIVE SERVICES DIVISION  
 CRISIS INTERVENTION SECTION/ FIELD OFFICE V  
 DSWD-PMB-GF-014 | REV 03 | 14 MAY 2024

## CERTIFICATE OF ELIGIBILITY (Guarantee Letter)

QN:  PCN:

GL No.   
 Date:  MM DD YYYY

AICS  AKAP  New  Returning  On-site  Walk-in  Referral  Off-site  Malasakit Center

This is to certify that, \_\_\_\_\_,  Male  Female  
kumpletong Pangalan ng kliyente (First name Middle name Last name) Kasarian (Sex) Edad (Age)

and presently residing at \_\_\_\_\_  
kumpletong Tirahan (Complete Address)

has been found eligible for assistance after the assessment and validation conducted, for his/herself or in representation of his/her

Relasyon ng Kinatawan sa Benepisaryo (Relationship of the Representative with Beneficiary) \_\_\_\_\_  
 kumpletong Pangalan ng Benepisaryo (First Name Middle Name Last Name) \_\_\_\_\_

Records of the case such as the following are confidentially filed at the Crisis Intervention Division (CID)			
<input type="checkbox"/> General Intake Sheet	<input type="checkbox"/> Medical Certificate/Abstract	<input type="checkbox"/> Laboratory Request	<input type="checkbox"/> Social Case Study Report
<input type="checkbox"/> Justification	<input type="checkbox"/> Prescriptions	<input type="checkbox"/> Promissory Note	<input type="checkbox"/> Contract of Employment
<input type="checkbox"/> Valid I.D. Presented	<input type="checkbox"/> Statement of Account	<input type="checkbox"/> Funeral Contract	<input type="checkbox"/> Certificate of Employment
_____	<input type="checkbox"/> Treatment Protocol	<input type="checkbox"/> Death Certificate	<input type="checkbox"/> Income Tax Return
	<input type="checkbox"/> Quotation/Chargeslip	<input type="checkbox"/> Death Summary	<input type="checkbox"/> Others
	<input type="checkbox"/> Discharge Summary	<input type="checkbox"/> Referral Letter	_____

The Client is hereby recommended to receive \_\_\_\_\_ assistance for \_\_\_\_\_  
 in the amount of \_\_\_\_\_ Php. \_\_\_\_\_

Chargeable against : \_\_\_\_\_ Clientele Category : \_\_\_\_\_

Payable to : \_\_\_\_\_

Address : \_\_\_\_\_

Conforme:

Prepared by:

\_\_\_\_\_  
 Client  
 Requesting Party  
(Signature over Printed Name)



\_\_\_\_\_  
 Social Worker  
Licence Number: \_\_\_\_\_  
(Signature over Printed Name)

Approved by:

\_\_\_\_\_  
 Approving Authority  
(Signature over Printed Name)



# GENERAL INTAKE SHEET

 Department of Social Welfare and Development	 BAGONG PILIPINAS	<b>PROTECTIVE SERVICES DIVISION</b> <b>CRISIS INTERVENTION SECTION/ FIELD OFFICE V</b> DSWD-PMB-GF-011   REV 03   14 MAY 2024
<b>GENERAL INTAKE SHEET</b>		
<b>MAARING MAGPATULONG SUMAGOT SA DSWD PERSONNEL</b>		
QN: <input type="text"/> PCN: <input type="text"/>	Date: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
<input type="checkbox"/> AICS <input type="checkbox"/> AKAP   <input type="checkbox"/> New <input type="checkbox"/> Returning <input type="radio"/> On-site <input type="checkbox"/> Walk-in <input type="checkbox"/> Referral <input type="radio"/> Off-site <input type="radio"/> Malasakit Center		
<b>Part I: To be filled out by Client</b>		
<b>IMPORMASYON NG KINATAWAN (Client's Identifying Information)</b>		
Apelyido (Last Name)	Unang Pangalan (First Name)	Gitnang Pangalan (Middle Name)
Ext. (Sr., Jr., III)		
House No./Street/Purok (Ex: 123 Sun)	Barangay (Ex: Batasan)	City/Municipality (Ex: Quezon City)
Province/District (Ex: Dist III)	Region (Ex: NCR)	
Numero ng Telepono (Mobile No.)	Kapanganakan (Birthdate) MM-DD-YYYY	Edad (Age)
Kasarian (Sex)	Civil Status (Kalayuang Sibil)	Trabaho (Occupation)
Buwanang Kita (Monthly Salary)		
Relasyon sa Benepisyaryo (Relationship to the Beneficiary)		
<b>IMPORMASYON NG BENEPISYARYO (Beneficiary's Identifying Information)</b>		
Apelyido (Last Name)	Unang Pangalan (First Name)	Gitnang Pangalan (Middle Name)
Ext. (Sr., Jr., III)		
House No./Street/Purok (Ex: 123 Sun)	Barangay (Ex: Batasan)	City/Municipality (Ex: Quezon City)
Province/District (Ex: Dist III)	Region (Ex: NCR)	
Numero ng Telepono (Mobile No.)	Kapanganakan (Birthdate) MM-DD-YYYY	Edad (Age)
Kasarian (Sex)	Civil Status (Kalayuang Sibil)	Trabaho (Occupation)
Buwanang Kita (Monthly Salary)		
<b>KOMPOSISYON NG PAMILYA (Family Composition)</b>		
<small>Note: Gamitin ang Likurang bahagi ng papel kung kinakailangan</small>		
Buong Pangalan (Complete Name)	Relasyon sa Benepisyaryo (Relationship to the Beneficiary)	Edad (Age)
Trabaho (Occupation)	Buwanang kita (Monthly Salary)	
<b>Part II: To be Filled out by DSWD Personnel</b>		
<b>Client Sector</b>		<b>Type of Disability</b>
Target Sector: <input type="checkbox"/> FHONA <input type="checkbox"/> SC <input type="checkbox"/> WEDC <input type="checkbox"/> YNSP <input type="checkbox"/> PWD <input type="checkbox"/> PLHIV <input type="checkbox"/> CNSP	Specify Sub-Category: <input type="checkbox"/> Solo Parents <input type="checkbox"/> Recovering Person who used drugs <input type="checkbox"/> Indigenous People <input type="checkbox"/> Psychosocial/Mental/Learning Disability <input type="checkbox"/> Street Dwellers <input type="checkbox"/> Stateless Person/Asylum Seekers/Refugees <input type="checkbox"/> KIA/WIA <input type="checkbox"/> Minimum Wage Earner <input type="checkbox"/> 4PS Beneficiary <input type="checkbox"/> Others: _____	<input type="checkbox"/> Speech Impairment <input type="checkbox"/> Mental Disability <input type="checkbox"/> Learning Disability <input type="checkbox"/> Visual Disability <input type="checkbox"/> Psychosocial Disability <input type="checkbox"/> Intellectual Disability <input type="checkbox"/> Deaf/Hard-of-Hearing <input type="checkbox"/> Physical Disability <input type="checkbox"/> Cancer <input type="checkbox"/> Rare Disease
<b>Social worker's Assessment</b>		
<input type="checkbox"/> Financial Assistance: <input type="checkbox"/> Medical <input type="checkbox"/> Food Assistance <input type="checkbox"/> Funeral <input type="checkbox"/> Cash Relief Assistance <input type="checkbox"/> Transportation <input type="checkbox"/> Educational	<input type="checkbox"/> Material Assistance: <input type="checkbox"/> Family Food Packs <input type="checkbox"/> Rice <input type="checkbox"/> Other Food Items <input type="checkbox"/> Hygiene/Sleeping Kits <input type="checkbox"/> Assistive Device & Technologies	<input type="checkbox"/> Psychosocial Support: <input type="checkbox"/> Psychosocial First Aid (PFA) <input type="checkbox"/> Social Work Counseling
		<input type="checkbox"/> Referral: _____
<b>Provided</b>		<b>Amount</b>
<b>Fund Source</b>		
1		
2		
3		
We are committed to protect and respect the privacy of our clients and beneficiaries and we will only collect, record, store, process and use personal information in accordance with Republic Act No. 10173 or the Data Privacy Act of 2012. By signing this form you are giving your consent to the DSWD and hereby agree to the terms and conditions set herein and with the applicable Data Privacy Policy of the Department.		
Interviewed by: _____ Social Worker (Signature over Printed Name)		Reviewed & Approved by: _____ Approving Authority (Signature over Printed Name)
Buong Pangalan at Pirma (Signature over Printed Name)		
Page 1 of 1 DSWD Field Office V, Magnolia St. PBN-Buragus, Legazpi City, Philippines, 4500 Website: fo5.dswd.gov.ph Email: aoc.fo5@dswd.gov.ph Facebook: DSWD Field Office 5 - Bicol Youtube   Twitter   Instagram : @dswdfo5		

# DATA PRIVACY FORM (BACK-TOBACK)



## CRISIS INTERVENTION SECTION FIELD OFFICE V

DSWD-PMB-GF-010 | REV 00 | 03 JUNE 2022

### PAG SANG-AYON SA PAGKALIHIM NG DATOS

(Data Privacy Consent Form)

Alinsunod sa Batas ng Republika Bldg. 10173, o ang "Pagkalahim ng Datos ng 2012", at ang panata ng mapangalagaan at galangin ang pagkalahim ng datos ng mga KLIYENTE at BENEPISYARYO, ang pag sang-ayon sa pagkalahim ng datos na ito ay inihanda upang ibigay ang LAYUNIN, URI at ang PAMPROSESO ng personal na impormasyon na kinokolekta. Sa pamamagitan ng paglagda sa dokumento na ito ikaw ay sumasangayon sa mga tuntunin at mga kundisyon na itinakda dito at sa naaangkop na Patakaran sa Patakaran ng Pagsangayon ng Kagawaran.

**PARA SA KLIYENTE:** Ang Kliyente ay nagbigay ng garantiya na siya ay pinahintulutan ng benepisyong ng ibigay ang impormasyon ng huli at upang pirmahan ang pahintulot na ito sa kanyang ngalan.

#### LAYUNIN SA PANGANGALAP

Upang magampanan ng DSWD CID ang mga proseso na may kinalaman sa AICS, ito ay dapat tipunin ang iyong personal na impormasyon o/at ng inyong malapit na kamag-anak na hangaring: (a) EBALWASYON / PAGTATAYA; (b) PAG-IINGAT SA TALAAN; (c) PAG-MAMANMAN, (d) PAGPAPATUNAY; (e) PAG-UULAT; (f) PAGESASAPUBLIKO AT PAGAANINAW; at (g) IBA PANG LEHITIMONG LAYUNIN ALINSUNOD SA MANDATO AT OBLIGASYON NG PROGRAMA AT NG KAGAWARAN. Sa pamamagitan nito, ang Kliyente at / o benepisyaryo ay pinahihintulutan ang DSWD o kanyang alinman sa (mga) kanyang kinatawan, na gumawa ng pagsusuri at patunayan ang mga binigay na impormasyon.

#### URI NG IMPORMASYON NA TINIPON

Ang DSWD ay titipunin ang iyong impormasyong itatala sa dokumento na ito at iba pang kinakailangang karagdagan upang ang mga impormasyon na nakalagay ay hindi limitado sa (a) kasaysayan ng medikal at (b) mga tala ng sibil.

Sa pamamagitan nito tinitiyak ng Kliyente at / o benepisyaryo ay sinisiguro na ang lahat ng nakatalang impormasyong isinumite ay pansarili, tugma, totoo, kumpleto, at napapanahon.

#### PAGIMBAK, PAGKUHA AT PAGBABAHAGI NG IYONG IMPORMASYON

Ang lahat ng iyong impormasyon ay nakaimbak sa ligtas na lugar at ito ay makukuha lamang ng mga pinahihintulutang empleyado ng DSWD na nakatalagang maagpatupad ng AICS at mag proseso ng tulong.

Bilang Pambansang Ahensya ng Pamahalaang ng Gobyerno na nakatalagang panindigan ang batas, ito ay maaaring magbahagi ng iyong impormasyon sa naaayon sa batas na kadahilanan, at sa ibang ahensya ng gobyerno. Kaugnay nito ang DSWD ay maaaring ibahagi ang iyong impormasyon sa ibang ahensya ng gobyerno o pribadong ahensya na makakapagbigay ng kinakailangan at nararapat ng tulong.

Maaari ninyong makita o makuha ang inyong impormasyon sa tulong ng ating Opisyal ng Pribadong Nagtatala o Tagapagpasunod na Opisyal ng DSWD CID ang lahat ng iba pang bagay na nauugnay sa pagproseso ng iyong impormasyon ay naayon sa Pagkalahim ng Datos ng DSWD at Batas ng Pribadong Datos ng 2012.

PAGE 1 of 2

DSWD Central/Field Office \_\_\_\_\_, (address), Philippines (Zip Code)  
Website: <http://www.dswd.gov.ph> Tel Nos.: \_\_\_\_\_ Telefax: \_\_\_\_\_

### PAGKAKILALA

Sa aking pag-lagda pinapatunayan ko na ang lahat ng impormasyon na nakasaad dito ay tunay at tama, at pinapayagan ko ang DSWD na iproseso ang aking impormasyon. Aking din nauunawan na ang nasabing dokumento ay napaliwanag at aking naiintindihan ang mga nakasalaysay dito at boluntaryo kong pinirmahan ang nakasaad dito.

Sinasangayunan ni:

\_\_\_\_\_  
Lagda  
Kliyente/Benepisyaryo

\_\_\_\_\_  
Relasyon sa Benepisyaryo

Petsa:

**DATA PRIVACY NOTICE:** The information contained in this form, including its attachments, is intended solely for the use of the individual or entity to whom it is addressed and/or those who are authorized to receive it. It may contain confidential or privileged information. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or taking of any action in reliance on the content of this communication in error, please notify the sender immediately by informing the DSWD Crisis Intervention Division through its Compliance Officer for Privacy and then deleting it from your system or returning it.

Compliance  
Officer for  
Privacy :  
Contact :  
Number :  
E-mail :

# STEP FORM

**DSWD** PROTECTIVE SERVICES DIVISION  
RISIS INTERVENTION SECTION FIELD OFFICE V  
DSWD-PMB-0471 REV 01 16 SEPT 2022

## STEP FORM

Control No.: \_\_\_\_\_ Date: \_\_\_\_\_  
Month Day Year  
Time Arrived: \_\_\_\_\_ AM/PM

Pangalan (First Name) \_\_\_\_\_  
Gitnang Pangalan (Middle Name) \_\_\_\_\_  
Apelyido (Last Name) \_\_\_\_\_

MODE OF PAYMENT:  Guarantee Letter (GL)  Cash Out Right (COR)

TIME	NAME OF DSWD PERSONNEL
Time Start	Signature Over Printed Name
Time End	

**STEP: 1**  
SCREENING OF DOCUMENTS/ CRIMS:

Time Start	
Time End	

**STEP: 2**  
A. INTERVIEW (Social worker):

Time Start	
Time End	

B. CLIENT SATISFACTION SURVEY:

Time Start	
Time End	

**STEP: 3**  
APPROVAL:

Time Start	
Time End	

**STEP: 4**  
RELEASE OF ASSISTANCE:

Time Start	
Time End	

Remarks \_\_\_\_\_

DSWD Field Office V, Maguibo St., PWD-Batang, Lungsod ng Alabang, 4006  
Makara, 601-0000 p.h. Fax: 601-0000 p.h. Email: wfo@dswd.gov.ph Facebook: DSWD Field Office V - Batang  
Twitter: @dswd\_pmb0471

**DSWD** PROTECTIVE SERVICES DIVISION  
CRISIS INTERVENTION SECTION FIELD OFFICE V  
DSWD-PMB-0471 REV 01 16 SEPT 2022

## STEP FORM

Control No.: \_\_\_\_\_ Date: \_\_\_\_\_  
Month Day Year  
Time Arrived: \_\_\_\_\_ AM/PM

Pangalan (First Name) \_\_\_\_\_  
Gitnang Pangalan (Middle Name) \_\_\_\_\_  
Apelyido (Last Name) \_\_\_\_\_

MODE OF PAYMENT:  Guarantee Letter (GL)  Cash Out Right (COR)

TIME	NAME OF DSWD PERSONNEL
Time Start	Signature Over Printed Name
Time End	

**STEP: 1**  
SCREENING OF DOCUMENTS/ CRIMS:

Time Start	
Time End	

**STEP: 2**  
A. INTERVIEW (Social worker):

Time Start	
Time End	

B. CLIENT SATISFACTION SURVEY:

Time Start	
Time End	

**STEP: 3**  
APPROVAL:

Time Start	
Time End	

**STEP: 4**  
RELEASE OF ASSISTANCE:

Time Start	
Time End	

Remarks \_\_\_\_\_

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**DSWD** PROTECTIVE SERVICES DIVISION  
RISIS INTERVENTION SECTION FIELD OFFICE V  
DSWD-PMB-0471 REV 01 16 SEPT 2022

## STEP FORM

Control No.: \_\_\_\_\_ Date: \_\_\_\_\_  
Month Day Year  
Time Arrived: \_\_\_\_\_ AM/PM

Pangalan (First Name) \_\_\_\_\_  
Gitnang Pangalan (Middle Name) \_\_\_\_\_  
Apelyido (Last Name) \_\_\_\_\_

MODE OF PAYMENT:  Guarantee Letter (GL)  Cash Out Right (COR)

TIME	NAME OF DSWD PERSONNEL
Time Start	Signature Over Printed Name
Time End	

**STEP: 1**  
SCREENING OF DOCUMENTS/ CRIMS:

Time Start	
Time End	

**STEP: 2**  
A. INTERVIEW (Social worker):

Time Start	
Time End	

B. CLIENT SATISFACTION SURVEY:

Time Start	
Time End	

**STEP: 3**  
APPROVAL:

Time Start	
Time End	

**STEP: 4**  
RELEASE OF ASSISTANCE:

Time Start	
Time End	

Remarks \_\_\_\_\_

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Makara, 601-0000 p.h. Fax: 601-0000 p.h. Email: wfo@dswd.gov.ph Facebook: DSWD Field Office V - Batang  
Twitter: @dswd\_pmb0471

# COMPLIANCE FORM – MEDICAL

**DSWD** RISIS INTERVENTION SECTION-AUS  
DSWD-PMB-0471 REV 01 16 SEPT 2022

## Requirements Medical Assistance

**PAALALA:** Ang lahat ng dokumento ay kinakailangang orihinal o Certified True Copy

- Hospital Bill
- Medicine
- Laboratory Request
- Medicine & Assistive Device

Upang maproseso ang nasaibang tulong, maghanda lamang ng **VALID ID** at alalahanin sa mga sumusunod:

- MEDICAL CERTIFICATE/CLINICAL ABSTRACT** na may nakasaad na petsa kung kailan ito ibinigay, kumpletong pangalan, license number, at lagda ng doktor. Kinakailangang nabigay ito sa loob ng tatlong (3) buwan.
- DISCHARGE SUMMARY** na may nakasaad na petsa kung kailan ito ibinigay, pati na ang kumpletong pangalan, license number, at lagda ng doktor. Kinakailangang nabigay ito sa loob ng tatlong (3) buwan.
- CERTIFICATE OF CONFINEMENT** na may nakasaad na petsa kung kailan ito ibinigay, pati na ang kumpletong pangalan, license number, at lagda ng doktor. Kinakailangang nabigay ito sa loob ng tatlong (3) buwan.
- DEATH SUMMARY** na may nakasaad na petsa kung kailan ito ibinigay, pati na ang kumpletong pangalan, license number, at lagda ng doktor. Kinakailangang nabigay ito sa loob ng tatlong (3) buwan.
- ALAGANG PINYO TAUGILIN FORM** na may nakasaad na diagnosis, petsa kung kailan ito ibinigay, pati na ang kumpletong pangalan, license number, at lagda ng doktor. Kinakailangang nabigay ito sa loob ng tatlong (3) buwan.

- PARA SA BABAYARANG HOSPITAL BILL**
  - TEMPORARY/HOSPITAL BILL/STATEMENT OF ACCOUNT (OUTSTANDING BALANCE) na mayroong kumpletong pangalan at lagda ng billing clerk.
  - CERTIFICATE OF BALANCE/PROMISSORY NOTE kung ang bayera ay nalalabas na ng ospital.
- PARA SA GAMOT**
  - RESETA na mayroong petsa kung kailan ito ibinigay, kumpletong pangalan, license number, at lagda ng doktor.
  - TREATMENT PROTOCOL na mayroong petsa kung kailan ito ibinigay, kumpletong pangalan, license number, at lagda ng doktor.
- PARA SA MGA MEDICAL PROCEDURE/OPERASYON**
  - LABORATORY REQUEST na mayroong petsa kung kailan ito ibinigay, kumpletong pangalan, license number, at lagda ng doktor. Kinakailangang nabigay ito sa loob ng tatlong (3) buwan.
  - TREATMENT PROTOCOL na mayroong petsa kung kailan ito ibinigay, kumpletong pangalan, license number, at lagda ng doktor.
  - DOCTOR'S ORDER na mayroong petsa kung kailan ito ibinigay, kumpletong pangalan, license number, at lagda ng doktor. Kinakailangang nabigay ito sa loob ng tatlong (3) buwan.
- PARA SA THERAPY AT IBA PANG PARTIKULAR NA GAMUTAN**
  - TREATMENT PROTOCOL na mayroong petsa kung kailan ito ibinigay, kumpletong pangalan, license number, at lagda ng doktor.
  - PHILHEALTH CERTIFICATION na nagpapalutang na nagtutal na ng member ang kabuuan ng kanyang Philhealth Benefits.
  - RESETA na mayroong petsa kung kailan ito ibinigay, kumpletong pangalan, license number, at lagda ng doktor.
  - DOCTOR'S ORDER na mayroong petsa kung kailan ito ibinigay, kumpletong pangalan, license number, at lagda ng doktor. Kinakailangang nabigay ito sa loob ng tatlong (3) buwan.
  - QUOTATION o document ng kabalang bayaran na may kumpletong pangalan at lagda ng issuing officer.
  - PSYCHIATRIST/PSYCHOLOGIST CERTIFICATION na mayroong petsa kung kailan ito ibinigay, kumpletong pangalan, license number, at lagda ng doktor.

Kung sakaling ang hinihilingang tulong ay high sa Php 10,000.00, kinakailangan ang mga sumusunod:

- QUOTATION o document ng kabalang bayaran para sa laboratory o espesyal na gamot.
- SOCIAL CASE STUDY REPORT/ CASE SUMMARY mula sa LUYCO o ng DSWD SWO/ Social Service ng ospital.

Assessed/Screened by: \_\_\_\_\_ Date: \_\_\_\_\_  
Month Day Year  
Time: \_\_\_\_\_ AM/PM

Social Worker / Admin  
(Signature Over Printed Name)

DSWD Field Office V, Maguibo St., PWD-Batang, Lungsod ng Alabang, 4006  
Makara, 601-0000 p.h. Fax: 601-0000 p.h. Email: wfo@dswd.gov.ph Facebook: DSWD Field Office V - Batang  
Twitter: @dswd\_pmb0471

**DSWD** RISIS INTERVENTION SECTION-AUS  
DSWD-PMB-0471 REV 01 16 SEPT 2022

## Requirements Medical Assistance

**PAALALA:** Ang lahat ng dokumento ay kinakailangang orihinal o Certified True Copy

- Hospital Bill
- Medicine
- Laboratory Request
- Medicine & Assistive Device

Upang maproseso ang nasaibang tulong, maghanda lamang ng **VALID ID** at alalahanin sa mga sumusunod:

- MEDICAL CERTIFICATE/CLINICAL ABSTRACT** na may nakasaad na petsa kung kailan ito ibinigay, kumpletong pangalan, license number, at lagda ng doktor. Kinakailangang nabigay ito sa loob ng tatlong (3) buwan.
- DISCHARGE SUMMARY** na may nakasaad na petsa kung kailan ito ibinigay, pati na ang kumpletong pangalan, license number, at lagda ng doktor. Kinakailangang nabigay ito sa loob ng tatlong (3) buwan.
- CERTIFICATE OF CONFINEMENT** na may nakasaad na petsa kung kailan ito ibinigay, pati na ang kumpletong pangalan, license number, at lagda ng doktor. Kinakailangang nabigay ito sa loob ng tatlong (3) buwan.
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- ALAGANG PINYO TAUGILIN FORM** na mayroong nakasaad na diagnosis, petsa kung kailan ito ibinigay, pati na ang kumpletong pangalan, license number, at lagda ng doktor. Kinakailangang nabigay ito sa loob ng tatlong (3) buwan.

- PARA SA BABAYARANG HOSPITAL BILL**
  - TEMPORARY/HOSPITAL BILL/STATEMENT OF ACCOUNT (OUTSTANDING BALANCE) na mayroong kumpletong pangalan at lagda ng billing clerk.
  - CERTIFICATE OF BALANCE/PROMISSORY NOTE kung ang bayera ay nalalabas na ng ospital.
- PARA SA GAMOT**
  - RESETA na mayroong petsa kung kailan ito ibinigay, kumpletong pangalan, license number, at lagda ng doktor.
  - TREATMENT PROTOCOL na mayroong petsa kung kailan ito ibinigay, kumpletong pangalan, license number, at lagda ng doktor.
- PARA SA MGA MEDICAL PROCEDURE/OPERASYON**
  - LABORATORY REQUEST na mayroong petsa kung kailan ito ibinigay, kumpletong pangalan, license number, at lagda ng doktor. Kinakailangang nabigay ito sa loob ng tatlong (3) buwan.
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- PARA SA THERAPY AT IBA PANG PARTIKULAR NA GAMUTAN**
  - TREATMENT PROTOCOL na mayroong petsa kung kailan ito ibinigay, kumpletong pangalan, license number, at lagda ng doktor.
  - PHILHEALTH CERTIFICATION na nagpapalutang na nagtutal na ng member ang kabuuan ng kanyang Philhealth Benefits.
  - RESETA na mayroong petsa kung kailan ito ibinigay, kumpletong pangalan, license number, at lagda ng doktor.
  - DOCTOR'S ORDER na mayroong petsa kung kailan ito ibinigay, kumpletong pangalan, license number, at lagda ng doktor. Kinakailangang nabigay ito sa loob ng tatlong (3) buwan.
  - QUOTATION o document ng kabalang bayaran na may kumpletong pangalan at lagda ng issuing officer.
  - PSYCHIATRIST/PSYCHOLOGIST CERTIFICATION na mayroong petsa kung kailan ito ibinigay, kumpletong pangalan, license number, at lagda ng doktor.

Kung sakaling ang hinihilingang tulong ay high sa Php 10,000.00, kinakailangan ang mga sumusunod:

- QUOTATION o document ng kabalang bayaran para sa laboratory o espesyal na gamot.
- SOCIAL CASE STUDY REPORT/ CASE SUMMARY mula sa LUYCO o ng DSWD SWO/ Social Service ng ospital.

Assessed/Screened by: \_\_\_\_\_ Date: \_\_\_\_\_  
Month Day Year  
Time: \_\_\_\_\_ AM/PM

Social Worker / Admin  
(Signature Over Printed Name)

DSWD Field Office V, Maguibo St., PWD-Batang, Lungsod ng Alabang, 4006  
Makara, 601-0000 p.h. Fax: 601-0000 p.h. Email: wfo@dswd.gov.ph Facebook: DSWD Field Office V - Batang  
Twitter: @dswd\_pmb0471

**DSWD** RISIS INTERVENTION SECTION-AUS  
DSWD-PMB-0471 REV 01 16 SEPT 2022

## Requirements Medical Assistance

**PAALALA:** Ang lahat ng dokumento ay kinakailangang orihinal o Certified True Copy

- Hospital Bill
- Medicine
- Laboratory Request
- Medicine & Assistive Device

Upang maproseso ang nasaibang tulong, maghanda lamang ng **VALID ID** at alalahanin sa mga sumusunod:

- MEDICAL CERTIFICATE/CLINICAL ABSTRACT** na may nakasaad na petsa kung kailan ito ibinigay, kumpletong pangalan, license number, at lagda ng doktor. Kinakailangang nabigay ito sa loob ng tatlong (3) buwan.
- DISCHARGE SUMMARY** na may nakasaad na petsa kung kailan ito ibinigay, pati na ang kumpletong pangalan, license number, at lagda ng doktor. Kinakailangang nabigay ito sa loob ng tatlong (3) buwan.
- CERTIFICATE OF CONFINEMENT** na may nakasaad na petsa kung kailan ito ibinigay, pati na ang kumpletong pangalan, license number, at lagda ng doktor. Kinakailangang nabigay ito sa loob ng tatlong (3) buwan.
- DEATH SUMMARY** na may nakasaad na petsa kung kailan ito ibinigay, pati na ang kumpletong pangalan, license number, at lagda ng doktor. Kinakailangang nabigay ito sa loob ng tatlong (3) buwan.
- ALAGANG PINYO TAUGILIN FORM** na mayroong nakasaad na diagnosis, petsa kung kailan ito ibinigay, pati na ang kumpletong pangalan, license number, at lagda ng doktor. Kinakailangang nabigay ito sa loob ng tatlong (3) buwan.

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  - CERTIFICATE OF BALANCE/PROMISSORY NOTE kung ang bayera ay nalalabas na ng ospital.
- PARA SA GAMOT**
  - RESETA na mayroong petsa kung kailan ito ibinigay, kumpletong pangalan, license number, at lagda ng doktor.
  - TREATMENT PROTOCOL na mayroong petsa kung kailan ito ibinigay, kumpletong pangalan, license number, at lagda ng doktor.
- PARA SA MGA MEDICAL PROCEDURE/OPERASYON**
  - LABORATORY REQUEST na mayroong petsa kung kailan ito ibinigay, kumpletong pangalan, license number, at lagda ng doktor. Kinakailangang nabigay ito sa loob ng tatlong (3) buwan.
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  - DOCTOR'S ORDER na mayroong petsa kung kailan ito ibinigay, kumpletong pangalan, license number, at lagda ng doktor. Kinakailangang nabigay ito sa loob ng tatlong (3) buwan.
- PARA SA THERAPY AT IBA PANG PARTIKULAR NA GAMUTAN**
  - TREATMENT PROTOCOL na mayroong petsa kung kailan ito ibinigay, kumpletong pangalan, license number, at lagda ng doktor.
  - PHILHEALTH CERTIFICATION na nagpapalutang na nagtutal na ng member ang kabuuan ng kanyang Philhealth Benefits.
  - RESETA na mayroong petsa kung kailan ito ibinigay, kumpletong pangalan, license number, at lagda ng doktor.
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  - QUOTATION o document ng kabalang bayaran na may kumpletong pangalan at lagda ng issuing officer.
  - PSYCHIATRIST/PSYCHOLOGIST CERTIFICATION na mayroong petsa kung kailan ito ibinigay, kumpletong pangalan, license number, at lagda ng doktor.

Kung sakaling ang hinihilingang tulong ay high sa Php 10,000.00, kinakailangan ang mga sumusunod:

- QUOTATION o document ng kabalang bayaran para sa laboratory o espesyal na gamot.
- SOCIAL CASE STUDY REPORT/ CASE SUMMARY mula sa LUYCO o ng DSWD SWO/ Social Service ng ospital.


Assessed/Screened by: \_\_\_\_\_ Date: \_\_\_\_\_  
Month Day Year  
Time: \_\_\_\_\_ AM/PM

Social Worker / Admin  
(Signature Over Printed Name)

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Makara, 601-0000 p.h. Fax: 601-0000 p.h. Email: wfo@dswd.gov.ph Facebook: DSWD Field Office V - Batang  
Twitter: @dswd\_pmb0471



# COMPLIANCE FORM – BURIAL



**DSWD**  
Department of Social Welfare and Development


CRISIS INTERVENTION SECTION - AICS  
DSDW FIELD OFFICE V  
DSDW-PID-OF-01-REV. 04-19-2022


## Requirements


### Funeral Assistance

**PAALALA:** Ang lahal ng dokumento ay kinakakailangang orihinal o Certified True Copy


Funeral Bill     Transfer Cadaver


 Upang maproseso ang nasabing tulong, maghanda lamang ng VALID ID at alinman sa mga sumusunod:


 DEATH CERTIFICATE na maaaring mayroon o walang civil registry number.


 CERTIFICATION o katunayan mula sa alinman sa mga sumusunod:

- Capital o Doctor
- Awtonomang Medical Practitioner
- Imam (para sa mga Moro)
- Tribal Chieftain o pinuno ng mga samahang katutubo (Indigenous Peoples)

 FUNERAL CONTRACT o kontrata mula sa punerarya na nagsasaad ng bayarin at mga serbisyong natanggap, kumpletong pangalan at lagda ng kinatawan ng punerarya (maliban sa mga Moro o mga grupong katutubo na nagsasagawa ng mga nakaugaliang gawain sa paglilibing).

 STATEMENT OF ACCOUNT

 CERTIFICATION mula sa barangay na nagsasaad na mayroong nagastos o nabili ang pamilya sa pagpapagawa ng kabaong.

 TRANSFER PERMIT / QUARANTINE PERMIT

Sakaling may natira pang bayarin ang namatayan sa punerarya, kinakailangan ding magpakita ng CERTIFICATE OF BALANCE o PROMISSORY NOTE sa araw ng paghingi ng assistance.

Sakaling ang hinahingang tulong ay higit sa Php 10,000.00, kinakailangan ding magpasa ng SOCIAL CASE STUDY REPORT / CASE SUMMARY.


Assessed/Screened by: \_\_\_\_\_

Date:  /  /

Time:   AM  PM

Social Worker / Admin  
(Signature Over Printed Name)

DSDW Field Office V, Regional Center, Room, Lapasan 128, Alibon, Philippines 4101  
Tel: +63 (0) 35 424 2000 ext. 3333, fax: +63 (0) 35 424 2000, email: dsdwi@dsdwi.gov.ph



**DSWD**  
Department of Social Welfare and Development


CRISIS INTERVENTION SECTION - AICS  
DSDW FIELD OFFICE V  
DSDW-PID-OF-01-REV. 04-19-2022


## Requirements


### Funeral Assistance

**PAALALA:** Ang lahal ng dokumento ay kinakakailangang orihinal o Certified True Copy


Funeral Bill     Transfer Cadaver


 Upang maproseso ang nasabing tulong, maghanda lamang ng VALID ID at alinman sa mga sumusunod:


 DEATH CERTIFICATE na maaaring mayroon o walang civil registry number.


 CERTIFICATION o katunayan mula sa alinman sa mga sumusunod:

- Capital o Doctor
- Awtonomang Medical Practitioner
- Imam (para sa mga Moro)
- Tribal Chieftain o pinuno ng mga samahang katutubo (Indigenous Peoples)

 FUNERAL CONTRACT o kontrata mula sa punerarya na nagsasaad ng bayarin at mga serbisyong natanggap, kumpletong pangalan at lagda ng kinatawan ng punerarya (maliban sa mga Moro o mga grupong katutubo na nagsasagawa ng mga nakaugaliang gawain sa paglilibing).

 STATEMENT OF ACCOUNT

 CERTIFICATION mula sa barangay na nagsasaad na mayroong nagastos o nabili ang pamilya sa pagpapagawa ng kabaong.

 TRANSFER PERMIT / QUARANTINE PERMIT

Sakaling may natira pang bayarin ang namatayan sa punerarya, kinakailangan ding magpakita ng CERTIFICATE OF BALANCE o PROMISSORY NOTE sa araw ng paghingi ng assistance.

Sakaling ang hinahingang tulong ay higit sa Php 10,000.00, kinakailangan ding magpasa ng SOCIAL CASE STUDY REPORT / CASE SUMMARY.


Assessed/Screened by: \_\_\_\_\_

Date:  /  /

Time:   AM  PM

Social Worker / Admin  
(Signature Over Printed Name)

DSDW Field Office V, Regional Center, Room, Lapasan 128, Alibon, Philippines 4101  
Tel: +63 (0) 35 424 2000 ext. 3333, fax: +63 (0) 35 424 2000, email: dsdwi@dsdwi.gov.ph



**DSWD**  
Department of Social Welfare and Development


CRISIS INTERVENTION SECTION - AICS  
DSDW FIELD OFFICE V  
DSDW-PID-OF-01-REV. 04-19-2022


## Requirements


### Funeral Assistance

**PAALALA:** Ang lahal ng dokumento ay kinakakailangang orihinal o Certified True Copy


Funeral Bill     Transfer Cadaver


 Upang maproseso ang nasabing tulong, maghanda lamang ng VALID ID at alinman sa mga sumusunod:


 DEATH CERTIFICATE na maaaring mayroon o walang civil registry number.


 CERTIFICATION o katunayan mula sa alinman sa mga sumusunod:

- Capital o Doctor
- Awtonomang Medical Practitioner
- Imam (para sa mga Moro)
- Tribal Chieftain o pinuno ng mga samahang katutubo (Indigenous Peoples)

 FUNERAL CONTRACT o kontrata mula sa punerarya na nagsasaad ng bayarin at mga serbisyong natanggap, kumpletong pangalan at lagda ng kinatawan ng punerarya (maliban sa mga Moro o mga grupong katutubo na nagsasagawa ng mga nakaugaliang gawain sa paglilibing).

 STATEMENT OF ACCOUNT

 CERTIFICATION mula sa barangay na nagsasaad na mayroong nagastos o nabili ang pamilya sa pagpapagawa ng kabaong.

 TRANSFER PERMIT / QUARANTINE PERMIT

Sakaling may natira pang bayarin ang namatayan sa punerarya, kinakailangan ding magpakita ng CERTIFICATE OF BALANCE o PROMISSORY NOTE sa araw ng paghingi ng assistance.

Sakaling ang hinahingang tulong ay higit sa Php 10,000.00, kinakailangan ding magpasa ng SOCIAL CASE STUDY REPORT / CASE SUMMARY.

Assessed/Screened by: \_\_\_\_\_

Date:  /  /

Time:   AM  PM

Social Worker / Admin  
(Signature Over Printed Name)

DSDW Field Office V, Regional Center, Room, Lapasan 128, Alibon, Philippines 4101  
Tel: +63 (0) 35 424 2000 ext. 3333, fax: +63 (0) 35 424 2000, email: dsdwi@dsdwi.gov.ph

# COMPLIANCE FORM – EDUCATIONAL

**DSWD**  
Department of Social Welfare and Development

EDUCATIONAL ASSISTANCE SECTION - AAS  
DASO 200 2ND FLOOR, 1001 1ST AVE  
MANILA, PHILIPPINES

## Educational Assistance Requirements

**PAALALA:** Ang larat ng dokumento ay kinokontingang orihinal o Certified True Copy

Upang maproseso ang nasabing tulong, maghanda lamang ng **VALID ID** at alimnan sa mga sumusunod:

- CERTIFICATE OF ENROLLMENT o REGISTRATION**
- SCHOOL ID ng mag-aaral**
- STATEMENT OF ACCOUNT**

anumang dokumento na inisyu ng paaralan na katibayan ng pagiging rehistrado o enrolled ng mag-aaral

Assessed/Screened by: \_\_\_\_\_ Date:  /  /

Time:  AM  PM

Social Worker / Admin  
Signature Over Printed Name: \_\_\_\_\_  
(Date of Issuance of Request Form and Receipt for AAS, Requirements, and other documents should be indicated on the Request Form.)

**DSWD**  
Department of Social Welfare and Development

EDUCATIONAL ASSISTANCE SECTION - AAS  
DASO 200 2ND FLOOR, 1001 1ST AVE  
MANILA, PHILIPPINES

## Educational Assistance Requirements

**PAALALA:** Ang larat ng dokumento ay kinokontingang orihinal o Certified True Copy

Upang maproseso ang nasabing tulong, maghanda lamang ng **VALID ID** at alimnan sa mga sumusunod:

- CERTIFICATE OF ENROLLMENT o REGISTRATION**
- SCHOOL ID ng mag-aaral**
- STATEMENT OF ACCOUNT**

anumang dokumento na inisyu ng paaralan na katibayan ng pagiging rehistrado o enrolled ng mag-aaral

Assessed/Screened by: \_\_\_\_\_ Date:  /  /

Time:  AM  PM

Social Worker / Admin  
Signature Over Printed Name: \_\_\_\_\_  
(Date of Issuance of Request Form and Receipt for AAS, Requirements, and other documents should be indicated on the Request Form.)

**DSWD**  
Department of Social Welfare and Development

EDUCATIONAL ASSISTANCE SECTION - AAS  
DASO 200 2ND FLOOR, 1001 1ST AVE  
MANILA, PHILIPPINES

## Educational Assistance Requirements

**PAALALA:** Ang larat ng dokumento ay kinokontingang orihinal o Certified True Copy

Upang maproseso ang nasabing tulong, maghanda lamang ng **VALID ID** at alimnan sa mga sumusunod:

- CERTIFICATE OF ENROLLMENT o REGISTRATION**
- SCHOOL ID ng mag-aaral**
- STATEMENT OF ACCOUNT**

anumang dokumento na inisyu ng paaralan na katibayan ng pagiging rehistrado o enrolled ng mag-aaral

Assessed/Screened by: \_\_\_\_\_ Date:  /  /

Time:  AM  PM

Social Worker / Admin  
Signature Over Printed Name: \_\_\_\_\_  
(Date of Issuance of Request Form and Receipt for AAS, Requirements, and other documents should be indicated on the Request Form.)

# COMPLIANCE FORM – CASH RELIEF

**DSWD**  
Department of Social Welfare and Development

CRISIS INTERVENTION SECTION - ARCS  
DSWD FIELD OFFICE 'S'  
DSWD-PDR-CP-001-REV 06/19/2017

## Requirements

### Cash Assistance for Others Support Services

**PAALALA:** Ang lahat ng dokumento ay kinakakailangang orihinal o Certified True Copy

- Upang maproseso ang nasabing tulong, maghanda lamang ng VALID ID at alinman sa mga sumusunod:
- POLICE REPORT/BLOTTER
- Bureau of Fire Protection (BFP) REPORT o sertipikasyon para sa mga biktima ng sunog.
- PASSPORT/TRAVEL DOCUMENTS o sertipikasyon mula sa OWWA / POLO / Department of Migrant Workers o ng barangay. Maaari ring magpakita ng PROOF OF REPATRIATION ang mga OFW.
- SERTIPIKASYON mula sa LSWDO para sa mga biktima ng Online Sexual Exploitation of Children o karahasan laban sa kababaihan at kabataan.
- REFERRAL LETTER / ENDORSEMENT mula sa DOJ, NGOs, LGUs, o iba pang ahensya.
  - INCIDENT REPORT ng LGU
  - SPOT REPORT mula sa AFP o PNP
  - DEATH CERTIFICATE ng kaanak
  - SERTIPIKASYON mula sa LDRMO
  - SERTIPIKASYON mula sa BFP
  - DISASTER ASSISTANCE FAMILY ACCESS CARD (DAFAC)
  - JOINT AFP-PNP INTELLIGENCE COMMITTEE CERTIFICATE
  - MEDIKO-LEGAL
  - BARANGAY CERTIFICATE ng paninirahan
  - CERTIFICATE OF INDIGENCY o katunayan na ang benipisyaryo ay lubos na nangangailangan ng tulong-pinansyal
  - iba pang dokumento, sakaling wala ng mga unang nabanggit.

Assessed/Screened by: \_\_\_\_\_ Date: / /

Time:   AM  PM

Social Worker / Admin  
(Signature Over Printed Name)

DSWD Field Office 'S' Regional Center for Crisis Intervention, Alabang, Philippines 4108  
Website: <http://www.dswd.gov.ph> Email: [cs@dswd.gov.ph](mailto:cs@dswd.gov.ph) Facebook: DSWD Region V

**DSWD**  
Department of Social Welfare and Development

CRISIS INTERVENTION SECTION - ARCS  
DSWD FIELD OFFICE 'S'  
DSWD-PDR-CP-001-REV 06/19/2017

## Requirements

### Cash Assistance for Others Support Services

**PAALALA:** Ang lahat ng dokumento ay kinakakailangang orihinal o Certified True Copy

- Upang maproseso ang nasabing tulong, maghanda lamang ng VALID ID at alinman sa mga sumusunod:
- POLICE REPORT/BLOTTER
- Bureau of Fire Protection (BFP) REPORT o sertipikasyon para sa mga biktima ng sunog.
- PASSPORT/TRAVEL DOCUMENTS o sertipikasyon mula sa OWWA / POLO / Department of Migrant Workers o ng barangay. Maaari ring magpakita ng PROOF OF REPATRIATION ang mga OFW.
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- REFERRAL LETTER / ENDORSEMENT mula sa DOJ, NGOs, LGUs, o iba pang ahensya.
  - INCIDENT REPORT ng LGU
  - SPOT REPORT mula sa AFP o PNP
  - DEATH CERTIFICATE ng kaanak
  - SERTIPIKASYON mula sa LDRMO
  - SERTIPIKASYON mula sa BFP
  - DISASTER ASSISTANCE FAMILY ACCESS CARD (DAFAC)
  - JOINT AFP-PNP INTELLIGENCE COMMITTEE CERTIFICATE
  - MEDIKO-LEGAL
  - BARANGAY CERTIFICATE ng paninirahan
  - CERTIFICATE OF INDIGENCY o katunayan na ang benipisyaryo ay lubos na nangangailangan ng tulong-pinansyal
  - iba pang dokumento, sakaling wala ng mga unang nabanggit.

Assessed/Screened by: \_\_\_\_\_ Date: / /

Time:   AM  PM

Social Worker / Admin  
(Signature Over Printed Name)

DSWD Field Office 'S' Regional Center for Crisis Intervention, Alabang, Philippines 4108  
Website: <http://www.dswd.gov.ph> Email: [cs@dswd.gov.ph](mailto:cs@dswd.gov.ph) Facebook: DSWD Region V

**DSWD**  
Department of Social Welfare and Development

CRISIS INTERVENTION SECTION - ARCS  
DSWD FIELD OFFICE 'S'  
DSWD-PDR-CP-001-REV 06/19/2017

## Requirements

### Cash Assistance for Others Support Services

**PAALALA:** Ang lahat ng dokumento ay kinakakailangang orihinal o Certified True Copy

- Upang maproseso ang nasabing tulong, maghanda lamang ng VALID ID at alinman sa mga sumusunod:
- POLICE REPORT/BLOTTER
- Bureau of Fire Protection (BFP) REPORT o sertipikasyon para sa mga biktima ng sunog.
- PASSPORT/TRAVEL DOCUMENTS o sertipikasyon mula sa OWWA / POLO / Department of Migrant Workers o ng barangay. Maaari ring magpakita ng PROOF OF REPATRIATION ang mga OFW.
- SERTIPIKASYON mula sa LSWDO para sa mga biktima ng Online Sexual Exploitation of Children o karahasan laban sa kababaihan at kabataan.
- REFERRAL LETTER / ENDORSEMENT mula sa DOJ, NGOs, LGUs, o iba pang ahensya.
  - INCIDENT REPORT ng LGU
  - SPOT REPORT mula sa AFP o PNP
  - DEATH CERTIFICATE ng kaanak
  - SERTIPIKASYON mula sa LDRMO
  - SERTIPIKASYON mula sa BFP
  - DISASTER ASSISTANCE FAMILY ACCESS CARD (DAFAC)
  - JOINT AFP-PNP INTELLIGENCE COMMITTEE CERTIFICATE
  - MEDIKO-LEGAL
  - BARANGAY CERTIFICATE ng paninirahan
  - CERTIFICATE OF INDIGENCY o katunayan na ang benipisyaryo ay lubos na nangangailangan ng tulong-pinansyal
  - iba pang dokumento, sakaling wala ng mga unang nabanggit.

Assessed/Screened by: \_\_\_\_\_ Date: / /

Time:   AM  PM

Social Worker / Admin  
(Signature Over Printed Name)

DSWD Field Office 'S' Regional Center for Crisis Intervention, Alabang, Philippines 4108  
Website: <http://www.dswd.gov.ph> Email: [cs@dswd.gov.ph](mailto:cs@dswd.gov.ph) Facebook: DSWD Region V

# ACKNOWLEDGEMENT RECEIPT

## ACKNOWLEDGEMENT RECEIPT

DATE: 

MM	DD	YYYY

Financial Assistance \_\_\_\_\_ Php \_\_\_\_\_  
(Amount in words)

Medical Assistance     Transportation Assistance     Food Assistance  
 Funeral Assistance     Educational Assistance     Cash Relief Assistance

Tinanggap ni: \_\_\_\_\_ Binayaran ni: \_\_\_\_\_ Sinaksihan ni: \_\_\_\_\_

\_\_\_\_\_  
**Client**  
(Signature over Printed Name)

\_\_\_\_\_  
**Paymaster**  
(Signature over Printed Name)

\_\_\_\_\_  
**SWO / ADMIN**  
(Signature over Printed Name)

## ACKNOWLEDGEMENT RECEIPT

DATE: 

MM	DD	YYYY

Financial Assistance \_\_\_\_\_ Php \_\_\_\_\_  
(Amount in words)

Medical Assistance     Transportation Assistance     Food Assistance  
 Funeral Assistance     Educational Assistance     Cash Relief Assistance

Tinanggap ni: \_\_\_\_\_ Binayaran ni: \_\_\_\_\_ Sinaksihan ni: \_\_\_\_\_

\_\_\_\_\_  
**Client**  
(Signature over Printed Name)

\_\_\_\_\_  
**Paymaster**  
(Signature over Printed Name)

\_\_\_\_\_  
**SWO / ADMIN**  
(Signature over Printed Name)

## ACKNOWLEDGEMENT RECEIPT

DATE: 

MM	DD	YYYY

Financial Assistance \_\_\_\_\_ Php \_\_\_\_\_  
(Amount in words)

Medical Assistance     Transportation Assistance     Food Assistance  
 Funeral Assistance     Educational Assistance     Cash Relief Assistance

Tinanggap ni: \_\_\_\_\_ Binayaran ni: \_\_\_\_\_ Sinaksihan ni: \_\_\_\_\_

\_\_\_\_\_  
**Client**  
(Signature over Printed Name)

\_\_\_\_\_  
**Paymaster**  
(Signature over Printed Name)

\_\_\_\_\_  
**SWO / ADMIN**  
(Signature over Printed Name)

## CLIENT SATISFACTION FORM (BACK-TO-BACK)

<b>DSWD</b> <small>Department of Social Welfare and Development</small> <b>Field Office 5 - Bicol Region</b>		<b>CLIENT SATISFACTION MEASUREMENT FORM</b> <small>DSWD-QMS-GF-005A   REV 00   05 OCT 2023</small> <b>DSWD FO V/CRISIS INTERVENTION SECTION</b>	
<b>CERTIFICATE OF INFORMED CONSENT</b> Kusang-loob kong ibinibigay ang aking pahintulot para sa paggamit ng aking personal na impormasyon. Kinukumpirma ko na nabasa ko ang ibinigay na impormasyon, o nabasa na ito sa akin. Nagkaroon ako ng pagkakataong magtanong tungkol dito, at anumang mga katanungan na ginawa ko ay nasagot sa aking kasiyahan. Nauunawaan ko na ang anumang impormasyong nakolekta ay gagamitin lamang upang mapahusay ang mga pangunahing serbisyong panlipunan na ibinibigay ng DSWD.			
_____ (Lagda ng Kliyente or Thumb Mark)			
<b>Petsa ng Transaksyon (dd/mm/yyyy)</b> _____	<b>Pangalan ng Kliyente (Una, Gitna, Huli)</b> _____	<b>Edad:</b> _____	
<b>Kasarian</b> <input type="checkbox"/> Lalake <input type="checkbox"/> Babae <input type="checkbox"/> Minabuting huwag sabihin	<b>Uri ng Kliyente</b> <input type="checkbox"/> Mamamayan (General Public) <input type="checkbox"/> Negosyo (Pribadong Organisasyon) <input type="checkbox"/> Pamahalaan (Kawani o ibang ahensya) <input type="checkbox"/> Iba pa: _____	<b>Sektor</b> <input type="checkbox"/> Taong may Kapansanan <input type="checkbox"/> Babae <input type="checkbox"/> Solong Magulang <input type="checkbox"/> Katutubo <input type="checkbox"/> Mga Bata at Kabataan <input type="checkbox"/> Nakakatanda <input type="checkbox"/> Iba pa: _____	
<b>Telepono/Email Address</b> _____	<b>Tirahan (Barangay, Munisipyo, Lalawigan)</b> _____	<b>Pangalan ng Kawaning nagbigay ng Serbisyo</b> _____	
<b>Pangalan ng Transaksyon o Serbisyo:</b> _____			
<b>PANUTO:</b> Lagyan ng tsek (✓) and iyong sagot sa mga sumusunod na katanungan tungkol sa <b>Citizen's Charter (CC)</b> . Ito ay isang opisyal na dokumento na naglalaman ng mga serbisyo sa isang ahensya/opisina ng gobyerno, makikita rito ang mga kinakailangan na dokumento, kaukulang bayarin, at pang kabuuang oras ng pagproseso.			
<b>CC1:</b> Alin sa mga sumusunod ang naglalarawan sa iyong kaalaman sa CC? • 1. Alam ko ang CC at nakita ko ito sa napuntahang opisina. • 2. Alam ko ang CC pero hindi ko ito nakita sa napuntahang opisina • 3. Nalaman ko ang CC nang makita ko ito sa napuntahang opisina • 4. Hindi ko alam kung ano ang CC at wala akong nakita sa napuntahang opisina (Lagyan ng tsek ang 'N/A' sa CC2 at CC3 kapag ito ang iyong sagot)	<b>CC2:</b> Kung alam ang CC (nag-tsek sa opsyon 1-3 sa CC1), masasabi mo ba na ang CC nang napuntahang opisina ay... • 1. Madaling makita • 2. Medyo madaling makita • 3. Mahirap makita • 4. Hindi makita • 5. Hindi angkop	<b>CC3:</b> Kung alam ang CC (nag-tsek sa opsyon 1-3 sa CC1), gaano nakatulong ang CC sa transaksyon mo? • 1. Lubos na nakatulong • 2. Bahagyang nakatulong • 3. Hindi nakatulong • 4. Hindi angkop	

	Labis na sumasang-ayon (5)	Sumasang-ayon (4)	Walang kinikilingan (3)	Hindi sumasang-ayon (2)	Lubos na hindi sumasang-ayon (1)	Hindi Angkop (N/A)
PANUTO: Para sa SQD 0-8, lagyan ng tsek (✓) ang hanay na pinakaangkop sa iyong sagot.	😊	🙂	😐	☹️	😞	⚫
<b>SQD0.</b> Nasiyahan ako sa serbisyong aking natanggap sa napuntahang opisina.						
<b>SQD1.</b> Makatwiran ang oras na aking ginugol para sa pagproseso ng aking transaksyon.						
<b>SQD2.</b> Ang opisina ay sumusunod sa mga kinakailangang dokumento at mga hakbang batay sa impormasyong ibinigay.						
<b>SQD3.</b> Ang mga hakbang sa pagproseso, kasama na ang pagbayad ay madali at simple lamang.						
<b>SQD4.</b> Mabilis at madali akong nakahanap ng impormasyon tungkol sa aking transaksyon mula sa opisina o website nito.						
<b>SQD5.</b> Nagbayad ako ng makatwirang halaga para sa aking transaksyon. (Kung ang serbisyo ay ibinigay ng libre, maglagay ng tsek sa hanay ng N/A)						
<b>SQD6.</b> Pakiramdam ko ay patas ang opisina sa lahat, o "walang palakasan", sa aking transaksyon.						
<b>SQD7.</b> Magalang akong trinato ng mga kawani ng opisina, at (kung sakali ako ay humingi ng tulong) alam ko na sila ay handang tumulong sa akin.						
<b>SQD8.</b> Naibigay sa akin ang kinakailangang serbisyo mula sa opisina. Subalit hindi man naibigay, ito ay naipaliwanag sa akin ng maayos at malinaw.						
<b>Feedback (Opsyonal):</b> Papuri, mungkahi, o reklamo upang mas mapagbuti pa namin ang paghahatid ng aming mga serbisyo sa iyo.						

MARAMING SALAMAT!



## ***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.

- (1) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.



