

BASIC INFORMATION ON JICA PHILIPPINE OFFICE PROCUREMENT PROCEDURES

I. REQUEST FOR QUOTATIONS

- 1) For the required equipment or supplies, **JICA** will invite SUPPLIERS List managed by JICAPP to submit a formal quotation through email. For fair competition, at least three (3) competent SUPPLIERS will be invited.
- 2) The formal Quotation should be submitted within the given deadline and must satisfy the specifications requested by JICA.

***Price:** The **price quoted** should be **VAT Exclusive** amount and in Philippine currency only.

***Delivery Terms:**

- a) The delivery period should be counted in calendar days (ex. 5, 7, 15, 21, 30, 45 calendar days, or specific/ estimated delivery (on or before mm/dd/yy) and shall be indicated in the formal quotation.
- b) Point of Delivery/Destination: The quotation must clearly indicate the delivery place. If there are any delivery charges, clearly indicate the corresponding fee in the quotation and the amount shall be incorporated in the total amount.
- c) Other charges (if any): For items that require installation or service fee, clearly indicate corresponding fee in the quotation and the amount shall be incorporated in the total amount.

***Validity of Quotation:**

Kindly indicate the validity of quotation (ex. valid until mm/dd/yy). **JICA cannot accept** the clause “*prices are subject to change without prior notice*”.

***Payment Terms:**

- a) In principle, the full check payment will be made at minimum within fourteen (14) days after submission of original quotation, invoice and delivery receipt. The lead time for payment will begin only when all documents submitted to JICA are in good order and in compliance with JICA standards.
- b) Advance Payment: In principle, the contracted supplier may request for an advance payment up to forty percent (40%) of the total amount of Order and Acceptance Sheet/Form of Contract upon submission of payment guarantee, either a bank guarantee, or surety bond. JICA shall have the sole discretion to approve or disapprove Supplier’s request for Advance Payment. The release and approval of Advance Payment shall be further conditioned upon prior compliance with the following:
 - b1. Submission to JICA of a “Request for Advance Payment” which request shall include the amount of Advance Payment requested as well as the justifiable grounds for its request.
 - b2. Submission to JICA of an advance payment bond from a bonafide and reputable surety/insurance company which shall be kept valid at least one (1) month after the Term of the Contract or Order and Acceptance Sheet and is **callable on demand**.

II. ISSUANCE OF JICA ORDER AND ACCEPTANCE SHEET AND ACCEPTANCE SHEET / FORM OF CONTRACT

- 1) JICA will issue an Order and Acceptance Sheet **Order** / Form of Contract to the SUPPLIER who offered the lowest price in the quotation and satisfies the requirements. The Order and Acceptance Sheet will be sent to the SUPPLIER by email. To confirm acceptance, the SUPPLIER must sign the Order and Acceptance Sheet and acceptance sheet and send it back to JICA immediately (also by email). An updated license to

operate and business permit shall be submitted to the JICAPP office should there be any changes in the said documents prior to contract signing.

- 2) If the contract price is estimated over ¥2,000,000.00 Japanese Yen, a Form of Contract will be prepared. JICA will prepare two sets of the said Contract which has to be picked-up by the SUPPLIER from JICA Office. To confirm acceptance, the SUPPLIER must sign the same.

III. DELIVERY OF EQUIPMENT / SUPPLIES

- 1) Upon receipt of the JICA Order and Acceptance Sheet and Acceptance Sheet / Form of Contract, the SUPPLIER should contact and arrange the specific date of delivery with the end-user/ recipient mentioned in the said Order and Acceptance Sheet/ Forms of Contract.
- 2) The delivery receipt must be officially signed only by the end-user/ recipient indicated in the Order and Acceptance Sheet/ Order and Acceptance Sheet / Form of Contract.
- 3) All items/ equipment for delivery shall not be delayed or changed without prior approval/ amendment with JICA Office. (For any intended change, a written explanation/ request is to be submitted before the due date of delivery, to the JICA Chief Representative, for appropriate action).
- 4) After delivery, the SUPPLIER must bring to JICA Philippine Office, Makati City, the original delivery receipt and sales invoice. The Invoice, Delivery Receipt and Quotation shall be addressed to;

Chief Representative
JICA Philippine Office
40F, Yuchengco Tower, RCBC Plaza, Ayala Ave. Makati City

The name of the end-user and the agency should also appear in the Delivery Receipt as the address delivered to.

IV. DELAY OF DELIVERY

In the event that SUPPLIER fails to deliver any of the GOODS within the fixed deadline as specified in the INFORMATION LETTER TO SUPPLIER, the SUPPLIER shall be subjected to penalty of one percent (1%) for every seven (7) days delay in delivery, except in case of Force Majeure, based on the total amount of the undelivered goods beyond the agreed and prescribed period of compliance.

V. CANCELLATION OF ORDER AND ACCEPTANCE SHEET

In the event that the SUPPLIER fails to deliver any of the GOODS in accordance with the provisions of the Order and Acceptance Sheet or Forms of Contract, JICA may cancel the Order and Acceptance Sheet or Forms of Contract but only with respect to the failure portion of the GOODS.

However, if JICA opted to extend the delivery date and decided to amend the contract under the aforementioned circumstances, the SUPPLIER shall incur penalties for every delay on the delivery of the goods and services required.

VI. COLLECTION OF PAYMENT

- 1) JICA shall release payment within fourteen (14) days at the earliest, after receipt of the following:
 - a) **Original copy of Sales Invoice (SI), dated on or after the date indicated in the Delivery Receipt.**
 - b) **Original copy of Delivery Receipt (DR)** duly signed by the recipient mentioned in the JICA Order and Acceptance Sheet / Forms of Contract; dated on the actual day of delivery.
 - c) **Original copy of the formal Quotation**

The lead time for payment will begin only when all documents submitted to JICA are in good order and in compliance with JICA standards.

- 2) The SUPPLIER'S office will be informed through telephone when check is ready for pick-up at JICA office. To claim the check/payment, the SUPPLIER'S collector must bring an **Official Receipt** and present a company identification card.
- 3) The **Delivery Receipt (DR)**, **Sales Invoice (SI)**, **Official Invoice (Official Receipt)** must be prepared with **No Erasures / Alterations / Marks on them.**

VII. DISQUALIFICATIONS

A registered company who will commit any of the following acts will be removed from JICA Philippines' SUPPLIER list:

- 1) Any illegal acts like corruption, haggling, dishonest declaration.
- 2) If the company does not comply with the contract.
- 3) If the company has delivered equipment of different specifications and is not willing to change it immediately.
- 4) If the company did not meet the deadline of the delivery as stated in the final quotation without any advance notice or valid reason.
- 5) If the transaction documents (e.g. quotation, delivery receipt and invoice) do not meet JICA's requirement and no improvement is made after JICA's request or instruction.
- 6) If the financial position of the company becomes unstable.
- 7) Other reasons which do not conform to the JICA rules and regulations.

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