



Republic of the  
Philippines National Police  
Commission  
**PHILIPPINE NATIONAL POLICE  
INFORMATION TECHNOLOGY MANAGEMENT SERVICE  
BIDS AND AWARDS COMMITTEE**  
Camp BGen Rafael T Crame, Quezon City



# **BIDDING DOCUMENTS**

**for the**

## **PROCUREMENT OF ONE (1) LOT INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) EQUIPMENT FOR DICTM ANNEX**

**Public Bidding No.: PNPTR-DP-DICTMANNEX-2021-02  
ABC: PHP 1,346,700.00**

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# *Glossary of Acronyms, Terms, and Abbreviations*

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

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

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

**GFI** – Government Financial Institution.

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

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

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

### **Notes on the Invitation to Bid**

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



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**INVITATION TO BID**  
**FOR THE**  
**“Procurement of one (1) Lot ICT Equipment for DICTM Annex”**

1. The **Philippine National Police-Information Technology Management Service (PNP ITMS)**, through the **PNP Trust Receipt for the Month of October 2020** intends to apply the sum of **One Million Three Hundred Forty-Six Thousand Seven Hundred Pesos only (PHP 1,346,700.00)**, being the ABC to payments under the contract for Public Bidding No. **PNPTR-DP-DICTMANNEX-2021-02**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **PNP ITMS** now invites bids for the above Procurement Project. Delivery of the Goods is required within **forty-five (45) calendar days** from receipt of notice to proceed. Bidders should have completed within **three (3) 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.

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 **PNP ITMS** and inspect the Bidding Documents at the address given below from 8:00AM to 5:00PM during working days.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **March 29, 2021 to April 19, 2021** from the given address and website(s) below upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos (PHP5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees **in person.**

6. The **PNP ITMS** will hold a Pre-Bid Conference on **April 5, 2021, 9:30AM** at the **PNP ITMS Conference Room, PNP ITMS, Camp BGen Rafael T Crame, Quezon City** and/or through video conferencing or webcasting *via Zoom Video Communications*, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through **manual submission at the office address indicated below**, on or before **April 19, 2021, 9:30AM**. 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 **April 19, 2021, 9:30AM** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **PNP ITMS** 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.
11. For further information, please refer to:

Name of Officer : **PMAJ NHARCISO JHOEL S SANTOS**  
Head, BAC Secretariat

Name of Office : **PNP Information Technology Management Service**

Address : ***c/o ITMS BAC Secretariat***  
ITMS Building Camp BGen Rafael T Crame,  
Quezon City 1111

Telephone Nos. : (02) 8723-0401 local **4385** or **0945-742-6106**

Email Address : **itms.bacsec@gmail.com**

Official Website : **http://www.itms.pnp.gov.ph**

12. You may visit the following websites:

For downloading of Bidding Documents:

- <https://itms.pnp.gov.ph/main/category/procurement/invitation-to-bid/>
- <http://www.pnp.gov.ph/index.php/invitation-to-bid/2020/itb2020>

***Date of Issue: March 29, 2021***

**RODERICK AUGUSTUS B ALBA**  
Police Colonel  
DDA/Chairman, PNP ITMS BAC



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

### **Notes on the Instructions to Bidders**

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

## 1. Scope of Bid

The Procuring Entity, **PNP ITMS** wishes to receive Bids for the “**Procurement of one (1) Lot ICT Equipment for DICTM Annex**”, with identification number Public Bidding No. **PNPTR-DP-DICTMANNEX-2021-02**.

The Procurement Project (referred to herein as “Project”) is composed of **one (1) Lot ICT Equipment**, 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 **PNP Trust Receipt for the Month of October 2020** in the amount of **One Million Three Hundred Forty-Six Thousand Seven Hundred Pesos only (PhP1,346,700.00)**.

2.2. The source of funding is: **PNP Trust Receipt for the Month of October 2020**.

## 3. Bidding Requirements

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

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

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

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

## 5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
  - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 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 at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

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

## 7. Subcontracts

The Procuring Entity has prescribed that: **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 and either at its physical address **ITMS Conference Room, PNP ITMS, Camp BGen Rafael T Crame, Quezon City** and/or through video conferencing or webcasting *via Zoom Video Communications*, 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 *three (3) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## **11. Documents comprising the Bid: Financial Component**

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## **12. Bid Prices**

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);

- ii. The cost of all customs duties and sales and other taxes already paid or payable;
  - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
  - iv. The price of other (incidental) services, if any, listed in e.
- 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 **Section VII (Technical Specifications)**.

### 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: **Philippine Pesos**.

### 14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</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 **August 17, 2021**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### 15. Sealing and Marking of Bids

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

## 16. Deadline for Submission of Bids

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

## 17. Opening and Preliminary Examination of Bids

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

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

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

## 18. Domestic Preference

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

## 19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 15 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:

**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**

Within a non-extendible period of **five (5) calendar days** from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

## **21. Signing of the Contract**

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

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

### **Notes on the Bid Data Sheet**

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.



# Bid Data Sheet

<b>ITB Clause</b>					
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> <li>a. <i>Supply and Delivery of ICT equipment;</i></li> <li>b. Completed within <b>3 years</b> prior to the deadline for the submission and receipt of bids.</li> </ul>				
7.1	<b>No further instruction</b>				
12	The price of the Goods shall be quoted DDP <i>Philippines</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.				
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> <li>a. The amount of not less than <b>PhP26,934.00</b> [two percent (2%) of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>PhP67,335.00</b>[five percent (5%) of ABC] if bid security is in Surety Bond.</li> </ul>				
19.3	<b>PUBLIC BIDDING NO.</b>	<b>Project Title</b>	<b>UNIT</b>	<b>QUANTITY/ DESCRIPTION</b>	<b>Approve Budget for the Contract (ABC)</b>
	PNPTR-DP-DICTMAN NEX-2021-02	Procurement of one (1) Lot ICT Equipment for the DICTM Annex	One (1) Lot	<b>8 - Desktop Computer</b> <b>2 - Laptop</b> <b>3 - CCTV</b> <b>1 - Digital Video Recorder</b> <b>8 - External Hard Disk</b> <b>1 - LED Smart TV, 40 inches</b> <b>1 - LED TV, Ultra High Definition, 75 inches</b> <b>1 - Network Switch</b> <b>2 - Printer, 3 in 1</b> <b>1 - Rack Cabinet</b> <b>2 - Router, Dual Band</b> <b>1 - Router, Triband</b> <b>1 - Scanner</b> <b>8 - UPS</b> <b>9 - Web Camera</b> <b>8 - Wi-Fi Adapter</b>	<b>PHP 1,346,700.00</b>
20.2	<b>No Further Instruction.</b>				
21.2	<b>No Further Instruction.</b>				

## ***Section IV. General Conditions of Contract***

### **Notes on the General Conditions of Contract**

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

## 1. **Scope of Contract**

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

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

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

## 2. **Advance Payment and Terms of Payment**

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

## 3. **Performance Security**

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

## 4. **Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (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**

- 6.1. 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.
- 6.2. 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***

### **Notes on the Special Conditions of Contract**

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

## Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “<b>Procurement of one (1) Lot ICT Equipment for DICTM Annex</b>” 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 <b>within Camp BGen Rafael T Crame, Quezon City</b>. 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 <b>Camp BGen Rafael T. Crame, Quezon City</b>.</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; and</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.</li> </ol>
	<p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>

**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:

- a. 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
- b. 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 cost 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 **9 years**.

Spare parts or components shall be supplied as promptly as possible, but in any case, **within 1 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.

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.

The outer packaging must be clearly marked on at least four (4) sides as follows:

	<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 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	<b>No further Instruction</b>
4	The inspections and tests that will be conducted are those required under <i>PNP Memorandum Circular No. 2016-079 and PNP Memorandum Circular No.2017-073.</i>

## *Section VI. Schedule of Requirements*

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

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
PNPTR- DP- DICTM ANNEX -2021-02	Procurement of one (1) Lot ICT Equipment for DICTM Annex	One (1) Lot	<b>8 - Desktop Computer</b> <b>2 - Laptop</b> <b>3 - CCTV</b> <b>1 - Digital Video Recorder</b> <b>8 - External Hard Disk</b> <b>1 - LED Smart TV, 40 inches</b> <b>1- LED TV, Ultra High Definition, 75 inches</b> <b>1 - Network Switch</b> <b>2 - Printer, 3 in 1</b> <b>1 - Rack Cabinet</b> <b>2 - Router, Dual Band</b> <b>1 - Router, Triband</b> <b>1 - Scanner</b> <b>8 - UPS</b> <b>9 - Web Camera</b> <b>8 - Wi-Fi Adapter</b>	<b>Within Forty-Five (45)</b> calendar days upon the receipt of Notice to Proceed

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

### **Notes for Preparing the Technical Specifications**

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

#### **Sample Clause: Equivalency of Standards and Codes**

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words "*or at least equivalent.*" References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

# Technical Specifications

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

# Technical Specifications

QTY	ITEM	SPECIFICATIONS	STATEMENT OF COMPLIANCE
<b>8</b>	<b>Desktop Computers</b>		
	Category	Branded and Brand New	
	Processor	8 cores, 16 threads base clock 3.0 GHz or higher, 12 MB cache	
	Motherboard	Compatible with processor	
	Form Type	Proprietary Design/Manufacturer's Standard	
	Memory (RAM)	16 GB DDR4 or higher (2x8GB)	
	Storage	2TB HDD + 128 M.2 SSD	
	Video Controller	Video Card 4GB DDR5 or higher	
	Sound Controller	Sound card or onboard sound controller with speaker	
	Monitor	22" LED	
	Keyboard/mouse	USB Keyboard and USB optical mouse	
	Optical Drive	DVD-RW or latest optical drive	
	Networking	Onboard Gigabit Ethernet Controller	
	Standard I/O Ports	4 USB Ports with at least 1 USB 3.0	
		VGA, DVI or HDMI	
		Mic/Headphone combination or separate port	
	Power Supply Wattage	500 Watts or higher	
	Software	Latest Professional Licensed Operating System	
		Latest Licensed Anti-Virus	
		Latest Licensed Commercial Use Office Application (Perpetual)	
Accessories	CD Installer/Driver/Manual		
Other Peripherals	Mic/Headphone combination or separate port		
Warranty	At least three (3) years after sales support on parts and service. Brand is at least 15 years on the market.		

QTY	ITEM	SPECIFICATIONS	STATEMENT OF COMPLIANCE
2	<b>Laptop</b>		
	Category	Branded and Brand New	
	Form Type	Proprietary Design/Manufacturer's Standard	
	Processor	6-cores,12-threads, clock speed of up to 5.0GHz, 12MB Cache	
	Memory (RAM)	8GB DDR4	
	Hard Disk	1TB Hard Disk Drive + m.2 256Gb SSD	
	Optical Drive	DVD-RW or latest optical drive (built-in or external)	
	Onboard Controller	Sound, Bluetooth, Network (wired and wireless), Card reader, Microphone / headphone and Webcam (built-in)	
	Video Controller	Video Card 4GB DDR6	
	Networking	WLAN:	
		IEEE 802.11ac+	
		Dual Band (2.4GHz and 5.0GHz)	
		LAN:	
		Gigabit Ethernet Supports Bluetooth	
	USB Ports	2x USB ports (with at least 1 USB 3.0)	
	Interface	HDMI / HDMI connector and VGA / VGA connector	
	Monitor	15" FHD	
	Battery	Battery Life - 6 Hours or Better	
	Software	Latest Professional Licensed Operating System	
		Latest Licensed Anti-Virus	
		Latest Licensed Commercial Use Office Application (Perpetual)	
Accessories	CD Installer, Driver, Manual, external LAN adapter,		
	Branded Wireless Mouse Laptop Carrying Bag		
Warranty	At least three (3) years after sales support on parts and service. Brand is at least 15 years on the market.		

QTY	ITEM	SPECIFICATIONS	STATEMENT OF COMPLIANCE
3	<b>CCTV</b>		
	Category	Branded and Brand New	
	Camera Type	Dome/Bullet/Box	
	Image Sensor	1/2" to maximum to 1/3" minimum CMOS sensor	
	Signal System	NTSC	
	Illumination	Color 0.1 - 1.0 lux Black and White 0-0.5 lux	
	Image Frame Rate	30fps	
	Angle of View	62.8 deg. Minimum	
	Effective Pixel	2 MP	
	Image Compression	H. 264	
	Audio Compression	G. 726	
	IR Visibility	20 meters (minimum)	
	Network Protocol	Manufacturer's Standard	
	Operating System	Manufacturer's Standard	
	Operating Temperature	0 deg. Celsius to 55 deg. Celsius	
	Lens Type	Manufacturer's Standard	
	Weight	2.3 kgs. Minimum	
	Protection Rating	IP 66	
	Optical Zoom	18x minimum	
	Digital Zoom	10x	
Warranty	At least 1 year after sales support on parts and service.		



QTY	ITEM	SPECIFICATIONS	STATEMENT OF COMPLIANCE
1	<b>Digital Video Recorder</b>	<b>Network Video Recorder (NVR)</b> <b>Standalone Type</b>	
	Category	Branded and Brand New	
	Number of Channels	16 Channels	
	Video Compression	H. 264	
	Supported Resolution	Manufacturer's Standard	
	HDD Capacity	4TB	
	USB port	2	
	Protocol Support	Manufacturer's Standard	
	Power Supply	220VAC, 60Hz (+-5%)	
	Weight	Not more than 4kgs.	
	Communication Standard	Manufacturer's Standard	
	Ports	8 ports	
	Data Transfer Rate	Ethernet:10/20Mbps (half/full duplex) Fast Ethernet 100/200Mbps (half/full duplex)	
	Data RAM buffer	Manufacturer's Standard	
	Power Supply	220VAC, 60Hz (+-5%)	
	Operating Temperature	0 deg. Celsius to 45 deg. Celsius	
	Dimension	Manufacturer's Standard	
	Weight	Not more than 1.5kgs.	
Warranty	At least 1 year after sales support on parts and service.		

QTY	ITEM	SPECIFICATIONS	STATEMENT OF COMPLIANCE
8	<b>External Hard Drive</b>		
	Category	Branded and Brand New	
	Storage	2 TB	
	Interface	USB version 2.0 or latest interface	
	Type of Device	Solid State Drive (SSD) or Disk-based	
	Form Factor	2.5" or 3.5" standard	
	Dimension	Height x Width x Depth	
	2.5 standard	0.7" x 3.2" x 5" (maximum)	
	3.5 standard	1.6" x 5" x 8.1" (maximum)	
	Standard	SATA or latest hard disk standard	

Security/Software	Back-up Software and Encryption	
Casing	Metal enclosure/casing	
Color	Black or Dark color	
Accessories	USB Cable connector, CD installer/Driver/Manual	
Warranty	At least 1 year after sales support on parts and service.	

QTY	ITEM	SPECIFICATIONS	STATEMENT OF COMPLIANCE
1	<b>LED Smart TV, 40 inches</b>		
	Category	Branded and Brand New	
	Type	Smart TV	
	Screen Size (Diagonally)	40"	
	Native resolution	1920x1080	
	Audio	Surround Sound	
	PC Interface	at least 2 High Definition Multimedia Interface	
	Power	110-240 V AC, 50/60 Hz	
	Full HD	Full HD	
	USB port	At least 2 USB ports	
	Network		
	Lan Port	Lan Port	
	Wireless Connection	Wi-Fi	
		Bluetooth	
	Others	Wall mounted and stand	
	Accessories	HDMI Cables (10 meters)	
	Warranty	At least one (1) year after sales support on parts and service. Brand is at least 15 years on the market.	

QTY	ITEM	SPECIFICATIONS	STATEMENT OF COMPLIANCE
1	<b>LED Smart TV, Ultra High Definition, 75 inches</b>		
	Category	Branded and Brand new	
	Type	LED Smart TV UHD	
	Screen Size (Diagonally)	75"	
	Native resolution	4k ultra HD	
	Audio	Surround Sound	
	PC Interface	2 at least High Definition Multimedia Interface	
	Power	110-240 V AC, 50/60 Hz	
	Full HD	Full HD	
	USB port	At least 2 USB ports	
	Network		
	Lan Port	LAN Port	
	Wireless Connection	Wi-Fi	
		Bluetooth	
	Others	Wall mounted and stand	
	Accessories	HDMI Cables (10 meters)	
	Warranty	At least one (1) year after sales support on parts and service. Brand is at least 15 years on the market.	

QTY	ITEM	SPECIFICATIONS	STATEMENT OF COMPLIANCE
1	<b>Network Switch</b>		
	Category	Branded and Latest Model	
	Form Type	Rack-mountable or other form types	
	Standard	IEEE 802.3 Type -10 Base-T	
		IEEE 802.3u Type -100 Base-TX	
		IEEE 802.3ab Type -1000 Base-T	
		IEEE 802.3x Flow Control	
		or latest standard protocol and features	
	Protocol Support	IPv4 and IPv6 Support or Better	
	Number of ports	24 ports	
	Power Requirements	110-240 AC (Auto-volt)	

	Service	Connection/Cascade with existing switches, if available	
	Accessories	Software Driver and Manual	
	Service	Power Cable	
	Warranty	At least 1 year after sales support on parts and service.	

QTY	ITEM	SPECIFICATIONS	STATEMENT OF COMPLIANCE
2	<b>Printer</b>		
	Category	Branded and Brand New	
	Type	Print, Scan and Copy	
	Functions	Inkjet with integrated Ink Tank	
	Ink Colors	Black, Cyan, Yellow and Magenta	
	Ink Capacity (Pages yield)	Black – 4000, Colored - 5000	
	Interface	USB	
	With Resetting Capability	Based on the Manufacturer's Product Brand Brochure	
	Printing Resolution in Dots per Inch (DPI)	4800 x 1200	
	Print Speed in Image per Minute (IPM)	Monochrome: 8.8	
		Colored: 4.5	
	Scanning Capability	Monochrome and Colored	
	Scanning Resolution (DPI)	600 x 1200	
	Copy Speed (IPM)	Monochrome: 2.5	
		Colored: 2.5	
Warranty	At least 1 year after sales support on parts and service. Brand is at least 5 years on the market.		
Accessories	Compatible Software/s Based on the Manufacturer's Product Brand Brochure Specifications as Offered		
	Appropriate Cables Based on the Manufacturer's Product Brand Brochure Specifications as Offered		

QTY	ITEM	SPECIFICATIONS	STATEMENT OF COMPLIANCE
1	<b>Rack Cabinet 4U</b>		
	Category	Branded and Brand New	
	Size	4U	
	Accessories	Cooling Fan	
		6 or more slots universal PDU (Rack Mounted)	
	Mounting Bracket		

QTY	ITEM	SPECIFICATIONS	STATEMENT OF COMPLIANCE
2	<b>Router, Dual Band</b>		
	Category	Branded and Brand New	
	Wireless Technology	IEEE 802.11 b/g and or latest	
	Frequency Spectrum	2.5 GHz and 5 GHz	
	Transmission Speed	54 Mbps or Better	
	Network Protocols	TCP/IP, PPPoE, PPTP, FTP, DHCP, HTTP, TKIP and/or other	
	Wireless Security Protocol	Wireless Encryption Protocol (WEP);	
		Wi-Fi Protected Access 2 (WPA2):	
		MAC Address Access Control (WPA-TKIP/WPA-AES) and or	
		Other latest wireless security standards	
	Interfaces/Ports	1 x RJ-45 10/100 Base TX WAN;	
		at least 2 x RJ-45 10/100 Base-TX LAN; and	
		at least 1 x RJ-45 10/100/1000 Base-TX LAN (optional)	
	Modulation	Latest modulation Technology	
Device Management	DHCP (Server function) and Web based management configuration		
LEDs	Power, LAN, WLAN (Wireless Connection) and other indicators		

	Power Input	Ext. Power Supply Direct Current (DC)	
	Accessories	AC to DC Adaptor	
		UTP Patch Cord	
		CD Installer/Drive/Manual	
	Warranty	At least 1 year after sales support on parts and service.	

QTY	ITEM	SPECIFICATIONS	STATEMENT OF COMPLIANCE
1	<b>Router, Tri-Band</b>		
	Category	Branded and Brand New	
	Wireless Technology	IEEE 802.11 b/g and or latest	
	Frequency Spectrum	2.5 GHz and 2 x 5 GHz	
	Transmission Speed	54 Mbps or Better	
	Network Protocols	TCP/IP, PPPoE, PPTP, FTP, DHCP, HTTP, TKIP and/or other	
	Wireless Security Protocol	Wireless Encryption Protocol (WEP);	
		Wi-Fi Protected Access 2 (WPA2):	
		MAC Address Access Control (WPA-TKIP/WPA-AES) and or	
		Other latest wireless security standards	
	Interfaces/Ports	1 x RJ-45 10/100 Base TX WAN;	
		at least 2 x RJ-45 10/100 Base-TX LAN; and	
		at least 1 x RJ-45 10/100/1000 Base-TX LAN (optional)	
	Modulation	Latest modulation Technology	
	Device Management	DHCP (Server function) and Web based management configuration	
	LEDs	Power, LAN, WLAN (Wireless Connection) and other indicators	

	Power Input	Ext. Power Supply Direct Current (DC)	
	Accessories	AC to DC Adaptor	
		UTP Patch Cord	
		CD Installer/Drive/Manual	
	Warranty	At least 1 year after sales support on parts and service.	

QTY	ITEM	SPECIFICATIONS	STATEMENT OF COMPLIANCE
1	<b>Scanner</b>		
	Category	Branded and Brand New	
	Type	Auto Document Feeder (ADF)	
	Capability	Duplex Scanning	
	Scanning Modes	Color, Grayscale, and Monochrome	
	Optical Resolution	600 dots per inch (dpi)	
	Scanning Speed at Normal Mode	24 pages per minute (ppm)	
	Minimum of the Largest Scanning Area	2.0" x 3.0"	
	Maximum of the Smallest Scanning Area	8.5" x 14"	
	ADF Capacity	50 Pages	
	Interface	USB (Latest Technology), network connectivity or better	
	Software	Bundled with Optical Character Recognition (OCR) Software	
	Compatibility	Based on the Manufacturer's Product Brand Brochure Specifications as Offered	
	Scan Speed	Color Scanning: 20 to 25 pages per minute or better	
		Monochrome Scanning: 25 to 30 pages per minute or better.	

	Paper Types	Photo, plain paper, banner, envelopes, transparencies, labels, cards, iron-out, transfers and alike	
	Interface	USB, parallel port or better	
	Scan Size	Supports A4, letter, legal and long paper	
	Accessories	Power Cord, CD Software, Driver, Installer and Manual	
	Warranty	At least 1 year after sales support on parts and service. Brand is at least 5 years on the market.	

QTY	ITEM	SPECIFICATIONS	STATEMENT OF COMPLIANCE
8	<b>UPS</b>		
	Category	Branded and Brand New	
	General Usage	For protection against power surges of ICT equipment	
	Product type	Uninterrupted Power Supply	
	Voltage Rating	650VA or higher	
	Management	Management Software (optional)	
	Accessories	Manual	
Warranty	At least 1 year after sales support on parts and service.		

QTY	ITEM	SPECIFICATIONS	STATEMENT OF COMPLIANCE
9	<b>Web Camera</b>		
	Category	Branded and Brand New	
	Effective Resolution	One (1) Megapixel or higher	
	Interface	USB version 2. 0 or higher	
	Video Resolution	800 x 600 @ 30 fps or better	
	Microphone	Integrated microphone (optional)	
	System Requirement	Compatible with latest licensed Operating System	
	Accessories	USB connector extension (optional), CD Driver/ Application/Manual Software	



	Warranty	At least 1 year after sales support on parts and service.	
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QTY	ITEM	SPECIFICATIONS	STATEMENT OF COMPLIANCE
8	<b>Wi-Fi Adapter</b>		
	Category	Branded and Brand New	
	Wireless Technology	IEEE 802.11 b/g and or latest	
	Frequency Spectrum	2.4 and 5 GHz or as defined by latest wireless technology	
	Transmission Speed	54 Mbps or Better	
	USB port	Capable on 2.0 and 3.0	
	Modulation	Latest modulation Technology	
	Warranty	At least 1 year after sales support on parts and service.	

<b>Additional Requirements</b> <i>Note: Submit the following documents as part of Technical Specifications</i>	<b>Statement of Compliance</b>
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<p>a. Notarized Undertakings stating the following:</p> <ol style="list-style-type: none"> <li>1. That the anti-virus software has at least 1-year license coverage starting from delivery and installation.</li> <li>2. That all ICT equipment have Hardware Support of at least 3 years warranty in parts and labor upon acceptance.</li> </ol>	
<p>b. List with addresses and contact information of their service centers or accredited service centers, which will provide technical after sales support.</p>	
<p>c. Brochure/literature of all Equipment to be delivered.</p>	
<p>d. Certifications by the Proponent's Supplier (Original Equipment Manufacturer (OEM) local distributor and the like) that all ICT equipment to be supplied are brand new.</p>	
<p>e. Certification from the Proponent's Supplier that the proponent is authorized to resell the ICT equipment offered.</p>	

## ***Section VIII. Checklist of Technical and Financial Documents***

### **Notes on the Checklist of Technical and Financial Documents**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**or**
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
**and**
- (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
**and**
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### Technical Documents

- (f) 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**
- (g) 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**
- (h) 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**
- (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (j) 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

- (k) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (l) 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***

- (m) 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.

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

- (n) *[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.
- (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**25 FINANCIAL COMPONENT ENVELOPE**

- (a) Original of duly signed and accomplished Financial Bid Form; **and**
- (b) Original of duly signed and accomplished Price Schedule(s).

Republic of the Philippines



Government Procurement Policy Board

**Bid Form for the Procurement of Goods**  
***[shall be submitted with the Bid]***

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**BID FORM**

Date : \_\_\_\_\_  
Project Identification No. : \_\_\_\_\_

To: *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name of agent	Amount of Commission or gratuity	Purpose of agent
---------------	----------------------------------	------------------

\_\_\_\_\_  
\_\_\_\_\_  
*(if none, state "None") ]*

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_



**Price Schedule for Goods Offered from Abroad**  
*[shall be submitted with the Bid if bidder is offering goods from Abroad]*

---

**For Goods Offered from Abroad**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place  (specify border point or place of destination)	Total CIF or CIP price per item  (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

**Price Schedule for Goods Offered from Within the Philippines**  
*[shall be submitted with the Bid if bidder is offering goods from within the Philippines]*

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**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_ of \_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit  (col 5+6+7+8)	Total Price delivered Final Destination  (col 9) x (col 4)

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

**Bid Securing Declaration Form**  
*[shall be submitted with the Bid if bidder opts to provide this form of bid security]*

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

**BID SECURING DECLARATION Project**  
**Identification No.: *[Insert number]***

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_\_ day of *[month]* *[year]* at *[place of execution]*.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*  
*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**  
*[Format shall be based on the latest Rules on Notarial Practice]*

**Contract Agreement Form for the Procurement of Goods (Revised)**  
**[Not required to be submitted with the Bid, but it shall be submitted within ten**  
**(10) days after receiving the Notice of Award]**

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**CONTRACT AGREEMENT**

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [contract price in words and figures in specified currency] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:
  - i. Philippine Bidding Documents (PBDs);
    - i. Schedule of Requirements;
    - ii. Technical Specifications;
    - iii. General and Special Conditions of Contract; and
    - iv. Supplemental or Bid Bulletins, if any
  - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;  
  
Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents 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;
  - iii. Performance Security;
  - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
  - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**
3. In consideration for the sum of [total contract price in words and figures] or such other sums as may be ascertained, [Named of the bidder] agrees to [state the object of the contract] in accordance with his/her/its Bid.

4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

*[Insert Name and Signature]*

*[Insert Name and Signature]*

*[Insert Signatory's Legal Capacity]*

*[Insert Signatory's Legal Capacity]*

for:

for:

*[Insert Procuring Entity]*

*[Insert Name of Supplier]*

**Acknowledgment**

*[Format shall be based on the latest Rules on Notarial Practice]*

]

**Omnibus Sworn Statement (Revised)**  
*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting:**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

**Performance Securing Declaration  
(Revised)**

***[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]***

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

**PERFORMANCE SECURING  
DECLARATION**

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents] To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
  - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
    - i. Procuring Entity has no claims filed against the contract awardee;
    - ii. It has no claims for labor and materials filed against the contractor; and
    - iii. Other terms of the contract; or
  - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

**IN WITNESS WHEREOF**, I/We have hereunto set my/our hand/s this \_\_\_\_ day of [month] [year] at [place of execution].

*[Insert NAME OF BIDDER OR ITS  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant*

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*



**STATEMENT OF ALL ONGOING GOVERNMENT AND PRIVATE CONTRACTS INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED**

**Business Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

Name of Contract	Contracting Party	Contract Date	Duration of Contract	a. Period (inclusive dates) of Contract	Amount of Contract	Kind of Goods
				b. Date of Delivery		

**Submitted by:** \_\_\_\_\_  
(Printed Name and Signature)

**Designation:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE CONTRACT TO BE BID**

**Business Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

<b>Name of Completed Contract</b>  Note: Attach copy of the SLCC	<b>Contracting Party</b>	<b>Contract Date</b>	<b>a. Period (inclusive dates) of Contract</b>  <b>b. Date of Delivery</b>	<b>Amount of Contract</b>	<b>End-User's Acceptance or Official Receipt or Sales Invoice</b>  Note: Attach copy of proof of acceptance or OR or SI	<b>Definition or description of the similar project or major categories of work</b>

**Submitted by:** \_\_\_\_\_  
 (Printed Name and Signature)

**Designation:** \_\_\_\_\_

**Date:** \_\_\_\_\_