



METROPOLITAN WATERWORKS & SEWERAGE SYSTEM

**REGULATORY OFFICE**

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

## **Procurement of Supply, Delivery, Installation and Configuration of Conference Equipment**

Contract No. RO-PG2021-002

Government of the Republic of the Philippines

**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.

# Table of Contents

<b>Glossary of Acronyms, Terms, and Abbreviations .....</b>	<b>4</b>
<b>Section I. Invitation to Bid.....</b>	<b>7</b>
<b>Section II. Instructions to Bidders.....</b>	<b>10</b>
1. Scope of Bid .....	11
2. Funding Information.....	12
3. Bidding Requirements .....	12
4. Corrupt, Fraudulent, Collusive, and Coercive Practices .....	13
5. Eligible Bidders.....	13
6. Origin of Goods .....	13
7. Subcontracts .....	13
8. Pre-Bid Conference .....	13
9. Clarification and Amendment of Bidding Documents .....	14
10. Documents comprising the Bid: Eligibility and Technical Components .....	14
11. Documents comprising the Bid: Financial Component .....	14
12. Bid Prices .....	15
13. Bid and Payment Currencies .....	15
14. Bid Security .....	15
15. Sealing and Marking of Bids .....	16
16. Deadline for Submission of Bids .....	16
17. Opening and Preliminary Examination of Bids .....	16
18. Domestic Preference .....	16
19. Detailed Evaluation and Comparison of Bids .....	17
20. Post-Qualification .....	17
21. Signing of the Contract .....	17
<b>Section III. Bid Data Sheet .....</b>	<b>18</b>
<b>Section IV. General Conditions of Contract .....</b>	<b>21</b>
1. Scope of Contract .....	22
2. Advance Payment and Terms of Payment .....	22
3. Performance Security .....	22
4. Inspection and Tests .....	22
5. Warranty .....	23
6. Liability of the Supplier .....	23
<b>Section V. Special Conditions of Contract .....</b>	<b>24</b>
<b>Section VI. Schedule of Requirements .....</b>	<b>28</b>
<b>Section VII. Technical Specifications .....</b>	<b>29</b>
<b>Section VIII. Checklist of Technical and Financial Documents .....</b>	<b>40</b>

# ***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.





## INVITATION TO BID FOR THE PROCUREMENT OF SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION OF CONFERENCE EQUIPMENT

1. The Metropolitan Waterworks and Sewerage System Regulatory Office (MWSS RO), through the Corporate Operating Budget for CY2021 intends to apply the sum of **Four Million Pesos (P 4,000,000.00)** being the ABC to payments under the contract for the Procurement of Supply, Delivery, Installation and Configuration of Conference Equipment (**Contract No. RO-PG2021-002**). Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The MWSS RO now invites bids for the above Procurement Project. ***This project must be delivered within 45 days upon 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.
  - 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 MWSS RO and inspect the Bidding Documents at the address given below during weekdays from 8:00 AM to 3:00 PM.
5. A digital copy of the Bidding Documents may be downloaded by interested Bidders on the website at ***<https://ro.mwss.gov.ph>*** starting April 9, 2021 and the hardcopy can be acquired on April 12, 2021 from the given address below for the amount of Five Thousand Pesos (P5, 000.00) per set. For purposes of compliance with quarantine and social distancing protocols, interested bidders intending to inspect or purchase bidding documents are advised to first set an appointment with MWSS RO through the contact details provided below before proceeding to the MWSS RO premises. The Procuring Entity shall allow the bidder to present its proof of payment for the fees electronically to Mr. Alan D. Chuegan and Mr. Ranjev Garcia through their e-mail address at [alan.chuegan@ro.mwss.gov.ph](mailto:alan.chuegan@ro.mwss.gov.ph) and [ranjev.garcia@ro.mwss.gov.ph](mailto:ranjev.garcia@ro.mwss.gov.ph) respectively, on or before the deadline of submission of bids on May 3, 2021. The said e-mail must indicate the name and address of the representative authorized to receive the official receipt for ETF and bank deposit payments will be mailed to the concerned bidders’ authorized

representative named in their mails within five (5) calendar days from the receipt of the said e-mail.

6. In compliance with the quarantine and social distancing protocols, the MWSS RO will conduct the Pre – Bid Conference through videoconferencing using Google Meet or Zoom platform on April 19, 2021, 1:00 PM.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before May 3, 2021, **12:00 NN**. 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 May 3, 2021, **1:00 PM** to be conducted through videoconferencing using Google Meet or Zoom platform.
10. The MWSS RO will only accept Bids through manual submission
11. The MWSS RO 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:

**LEE ROBERT M. BRITANICO**

MWSS Regulatory Office Bids and Awards Committee  
3rd Floor, Engineering Building, MWSS Complex  
Katipunan Road, Balara, Quezon City  
Telefax Number: (02) 3435 – 8902 / (02) 3435 - 8904  
E-mail address: ranjev.garcia@ro.mwss.gov.ph

13. You may visit the following websites:

For downloading of Bidding Documents: <https://ro.mwss.gov.ph>

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

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**LEE ROBERT M. BRITANICO**  
Chairperson, MWSS RO 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, MWSS Regulatory Office wishes to receive Bids for the Procurement of Supply, Delivery, Installation and Configuration of Conference Equipment with Contract Number *RO-PG2021-002*.

The Procurement Project (referred to herein as “Project”) is composed of nine (9) items and divided into three (3) sets, the details of which are described in Section VII (Technical Specifications).

The conference equipment is divided into three (3) sets, Set A, Set B and Set C.

*Set A* will be installed at the Main Conference room located at the third floor with the following details:

Set A: Equipment Composition		
Item No.	Description	Quantity
1	Main Conference Room Video Conferencing System	1 set
2	Interactive Flat Panel	1 unit
3	PC Module	1 unit
4	Video Wall	1 set

Set A: Main Conference Room details				
Location	Description	Estimate Seating Capacity	Approximate Area Size	Ceiling Height
3 <sup>rd</sup> floor	Conference Room	20-21 seats	75.66 sq.m.	2.5 meters

*Set B* will be installed in the following locations: (1) Customer Service Regulation Area (CSRA) meeting room and (2) CSRA training room located at the ground floor, (3) Technical Regulation Area (TRA) meeting room, (4) Financial Regulation Area (FRA) meeting room and (5) Committee meeting room located at the second floor, (6) Office of the Chief Regulator (OCR) meeting room, (7) Mini meeting area located inside the office of the Chief Regulator, and (8) Administration and Legal Affairs (ALA) meeting room located at the third floor. Other details are as follows:

Set B: Equipment Composition		
Item No.	Description	Quantity
5	Large Format Display	8 units
6	Meeting Room Video Conferencing System	8 units

Set B: Meeting Room and Training Room details				
Location	Description	Estimate Seating Capacity	Approximate Area Size	Ceiling Height
3 <sup>rd</sup> floor	Administration and Legal Affairs Meeting Room	18 seats	29.93 sq.m.	2.5 meters

3 <sup>rd</sup> floor	Office of the Chief Regulator Meeting Room	10 seats	20.17 sq.m.	2.5 meters
3 <sup>rd</sup> floor	Chief Regulator's Mini Meeting Area	8 seats	22 sq.m.	2.5 meters
2 <sup>nd</sup> floor	Committee Meeting Room	8 seats	16.97 sq.m.	2.5 meters
2 <sup>nd</sup> floor	Technical Regulation Area Meeting Room	10 seats	20.31 sq.m.	2.5 meters
2 <sup>nd</sup> floor	Financial Regulation Area Meeting Room	10 seats	20.31 sq.m.	2.5 meters
Ground floor	Customer Service Regulation Area Training Room	16-18 seats	33.17 sq.m.	2.5 meters
Ground floor	Customer Service Regulation Area Meeting Room	14 seats	25.77 sq.m.	2.5 meters

*Set C* shall compose of additional equipment, peripheral and other work items that are necessary to complete the project.

Set C: Equipment Composition		
Item No.	Description	Quantity
7	Document Camera	2 units
8	HDMI Cables	10 pieces
9	General Services	1 lot

Annex A – Drawings is attached for additional reference.

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for CY2021 in the amount of Four Million Pesos (P 4,000,000.00).

2.2. The source of funding is:

GOCC through the Corporate Operating Budget of the MWSS RO for CY2021 as approved by its governing board under Resolution No. 2020-089-RO

## 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 limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA’s CPI, must be at least equivalent to:
  - a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

#### **6. Origin of Goods**

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

#### **7. Subcontracts**

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

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 April 19, 2021, 1:00 PM either at its physical address in 3rd Floor, Engineering Building, MWSS Complex, Katipunan Road, Balara, Quezon City and/or through video conferencing/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 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:

- a. 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 One Hundred Twenty (120) Calendar days. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

## **15. Sealing and Marking of Bids**

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

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

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

## **16. Deadline for Submission of Bids**

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

## **17. Opening and Preliminary Examination of Bids**

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

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

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

## **18. Domestic Preference**

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

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<sup>1</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.

## 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 follows:

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

- 20.2. 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, 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

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> <li>a. Conference Room or ICT related projects.</li> <li>b. Completed within three (3) years prior to the deadline for the submission and receipt of bids.</li> </ol>
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> <ol style="list-style-type: none"> <li>a. The amount of not less than P 80,000.00, equivalent to 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 P 200,000, equivalent to five percent (5%) of ABC if bid security is in Surety Bond.</li> </ol>
21.2	<p>Other conditions:</p> <ol style="list-style-type: none"> <li>1. Equipment must be compatible to video conferencing applications such as Cisco WebEx, Google Meet, GoToMeeting, Microsoft Teams, Skype, Skype for Business, Vidy, Wirecast and Zoom.</li> <li>2. The manufacturer of the equipment must have a website where the model and descriptions can be viewed by the service provider and end-user.</li> <li>3. The manufacturer of the equipment must have a certificate that the brand is an international brand.</li> <li>4. The bidders must provide manufacturer's authorization of the brand being offered.</li> <li>5. The bidders must provide certification that the brand is existing in the Philippine market for the last ten (10) years.</li> <li>6. The winning bidder shall be held responsible for any damages or destruction caused during the installation of the equipment. The winning bidder shall undertake and manage necessary restoration, repair or re-installation without incurring additional costs to MWSS-RO.</li> <li>7. Bidders who wish to conduct ocular visit of the actual site may request from the BAC. Request for visit shall start the following day after the Pre-bid conference up to the 3<sup>rd</sup> day. Actual visit can be conducted the 2<sup>nd</sup> day after the day of the Pre-bid conference up to the 7<sup>th</sup> day. Actual visit shall only be allowed during regular working days, from 9:00am to 11:00am only. Minimum health safety protocol must and will be observed at all times, anyone who will not comply will not be allowed to enter the vicinity of the</li> </ol>

	<p>site. Maximum of two (2) representatives is allowed per bidder and each representative must present identification card. Email request must contain the following information:</p> <ul style="list-style-type: none"> <li>• Name of the company</li> <li>• Name of the representatives (maximum of two (2))</li> </ul> <p>Addressed to:</p> <p>Name: Ranjev Garcia Email: ranjev.garcia@ro.mwss.gov.ph</p> <p>The BAC will gather all the request and coordinate it with the Project Management Unit (PMU) of the New Building for possible schedule and then inform the requesting bidder.</p> <p>MWSS RO has the full discretion to approve, cancel or suspend any request from the prospective bidders such as but not limited to inspection or site visit. End-user may introduce alternative method in viewing the location.</p>
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## ***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.
- 6.3. The warranty shall be one (1) year for all components starting from the date of delivery.
- 6.4. If, due to the supplier's negligence or poor workmanship on the installation, the equipment are damaged or destroyed or the usability is impaired, the winning bidder/ supplier shall be liable for damages such as but not limited to repair, restoration, re-installation or replacement of the damaged equipment, and other necessary or incidental costs incurred.

## **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, “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>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 Project Site is</p> <p><i><b>New MWSS Regulatory Office Building H. Ventura St. cor Katipunan Ave., Balara, Quezon City</b></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> <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>
	<p><b>Spare Parts –</b></p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <ol style="list-style-type: none"> <li>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</li> <li>b. in the event of termination of production of the spare parts: <ol style="list-style-type: none"> <li>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</li> <li>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ol> </li> </ol>

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.

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

**Transportation –**

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.

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.

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.

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.

**Intellectual Property Rights –**

	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.
2.2	<p>The terms of payment shall be as follows:</p> <p>The payment shall be done within thirty (30) working days upon submission of complete documents including, delivery, testing and upon issuance of Inspection and Acceptance Report by the authorized/designated representatives of MWSS RO.</p>
4	<p>The inspections and tests that will be conducted are:</p> <ol style="list-style-type: none"> <li>1. Set A should be integrated altogether at the Main Conference Room including one (1) unit of document camera to function as one conference system.</li> <li>2. Each unit of Set B should be integrated to function as one conference system, therefore forming eight (8) systems. Each system will be installed according to the locations indicated on the Set B: Meeting Room and Training Room details. One (1) unit of document camera will also be placed at the Committee Meeting Room located at the second floor and will be integrated to its conference system.</li> <li>3. Equipment must be compatible to video conferencing applications such as Cisco WebEx, Google Meet, GoToMeeting, Microsoft Teams, Skype, Skype for Business, Vidy, Wirecast and Zoom.</li> </ol>

## ***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.

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
1	Main Conference Room Video Conferencing System	1 set		
2	Interactive Flat Panel	1 unit		
3	PC Module	1 unit		
4	Video Wall	1 set		
5	Large Format Display	8 units		
6	Meeting Room Video Conferencing System	8 units		
7	Document Camera	2 units		
8	HDMI Cable	10 pieces		
9	General Services	1 lot		

## ***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

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 Bidders 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 provisions of ITB Clause 1.3.1(a)(ii) and/or GCC Clause 1.2.1(a)(ii).

This procurement is composed of the following:

Item Number	Description	Quantity
1	Main Conference Room Video Conferencing System	1 set
2	Interactive Flat Panel	1 unit
3	PC Module	1 unit
4	Video Wall	1 set
5	Large Format Display	8 units
6	Meeting Room Video Conferencing System	8 units
7	Document Camera	2 units
8	HDMI Cable	10 pieces
9	General Services	1 lot

The detailed specifications as indicated below are minimum parameters and a bidder may offer items equivalent to or superior than these specifications.

## Set A: MAIN CONFERENCE ROOM

Item 1: Main Conference Room Video Conferencing System (1 Set)	
Specification	Statement of Compliance
<ul style="list-style-type: none"> <li>The units in this item are considered one package and must have the same brand</li> </ul>	



<ol style="list-style-type: none"> <li>1. Camera – 1 Unit</li> <li>2. Speaker - 2 Units</li> <li>3. Mic Pod – 5 Units</li> <li>4. Display Hub - 1 Unit</li> <li>5. Table Hub - 1 Unit</li> <li>6. Mic Pod Hub – 1 Unit</li> </ol>	
<b>Camera (1 Unit)</b> <ul style="list-style-type: none"> <li>• Ultra-HD imaging system: 4K, 1440p, 1080p, 900p, 720p</li> <li>• Smooth motorized pan, tilt and zoom</li> <li>• Pan: ±90 degree</li> <li>• Tilt: +50 degree / -90 degree</li> <li>• 15x HD zoom</li> <li>• Field of view: 90-degree</li> <li>• Autofocus</li> </ul>	
<b>Speaker (2 Units)</b> <ul style="list-style-type: none"> <li>• High-performance 3-inch driver with rare-earth magnet</li> <li>• Speaker volume 95dB SPL @1W, 100dB SPL @7.5W, both +/- 2dB at ½ meter</li> <li>• Sensitivity: 95+/-2dB SPL at ½ meter</li> <li>• Distortion: 200Hz–300Hz less than 2.5%, 300Hz–10kHz less than 1% @ 7.5W</li> <li>• Speaker sampling rate: 48 kHz</li> </ul>	
<b>Mic Pod (5 Units)</b> <ul style="list-style-type: none"> <li>• Frequency response: 90Hz – 16kHz</li> <li>• Sensitivity: &gt;-27 dB +/-1dB @ 1Pascal</li> <li>• Microphone data rate output: 48 kHz</li> <li>• Pickup Range: 4.5 meters</li> <li>• Beamforming Elements: Four (4) omnidirectional microphones forming eight (8) acoustic beams</li> <li>• Audio processing: Acoustic Echo Cancellation and Voice Activity Detector</li> <li>• Background noise suppression</li> <li>• Mute button with LED status indicator</li> <li>• Capable of forming linear series connection up to seven (7) mic pods</li> </ul>	
<b>Display Hub (1 Unit)</b> <ul style="list-style-type: none"> <li>• HDMI Type A port: x2</li> <li>• USB port: Type B and C</li> <li>• Ethernet (RJ45) port</li> <li>• Mini XLR port: x2</li> <li>• Capable of powering two (2) speakers</li> </ul>	
<b>Table Hub (1 Unit)</b> <ul style="list-style-type: none"> <li>• Ethernet (RJ45) port</li> <li>• Active speaker detection: analyzes audio from up to seven (7) mic pods and 56 beams every 8ms</li> <li>• 12 Pin connectors</li> </ul>	

<ul style="list-style-type: none"> <li>• HDMI Type A port: x2</li> <li>• USB port: Type A, B and C</li> <li>• Bluetooth technology</li> <li>• Single CAT6A cable connection to display hub</li> </ul>	
<b>Mic Pod Hub (1 Units)</b> <ul style="list-style-type: none"> <li>• 12-pin connections</li> <li>• Under-table mounting hardware</li> <li>• Can accommodate three (3) mic pod connections</li> </ul>	
<b>Additional Requirements</b> <ul style="list-style-type: none"> <li>• Remote control with batteries</li> <li>• USB Type C to USB Type C cable</li> <li>• USB Type A to USB Type B cable</li> <li>• CAT6A Ethernet cable</li> <li>• Mini XLR cable</li> <li>• 12-pin connector</li> <li>• HDMI Type A cable: x2</li> <li>• A/C cables: x2</li> <li>• Power Supplies and power outlets cable: x2</li> <li>• Mounting kit</li> </ul>	

<b>Item 2: Interactive Flat Panel (1 Unit)</b>	
<b>Specifications:</b>	<b>Statement of Compliance</b>
<ul style="list-style-type: none"> <li>• Will be mounted to a rolling trolley cart for mobility</li> </ul>	
<b>Display</b> <ul style="list-style-type: none"> <li>• Panel Size: Not less than 65 inches</li> <li>• Type: TFT LCD Module with DLED Backlight</li> <li>• Display Area: 1,431mm (H) x 807mm (V)</li> <li>• Aspect Ratio: 16:9</li> <li>• Native Resolution: UHD 3,840 x 2,160 Pixels</li> <li>• Colors: 1.07B colors, 10bit</li> <li>• Response Time: 8ms</li> <li>• Viewing Angles: H = 178, V = 178 typ.</li> <li>• Surface Treatment: Hardness: 7H, Anti-glare coating</li> <li>• Bezel: Slim</li> <li>• Orientation: Landscape</li> </ul>	
<b>Platform</b> <ul style="list-style-type: none"> <li>• Processor: ARM Cortex-A73*2 + Cortex-A53*2 1.5Hz</li> <li>• RAM: At least 3GB DDR4</li> <li>• Storage: At least 32GB</li> </ul>	
<b>Touch</b> <ul style="list-style-type: none"> <li>• Type/ Tech: IR Recognition</li> <li>• Touch Resolution: 32,767 x 32,767</li> </ul>	

<ul style="list-style-type: none"> <li>• Touch Point: 20 points touch, 10 points writing</li> </ul>	
<b>Input</b> <ul style="list-style-type: none"> <li>• HDMI: x3</li> <li>• RGB / VGA: x1</li> <li>• Audio: x1</li> <li>• RS232: x1</li> </ul>	
<b>Output</b> <ul style="list-style-type: none"> <li>• HDMI: x1</li> <li>• Audio: x1</li> <li>• SPDIF: x1</li> </ul>	
<b>LAN</b> <ul style="list-style-type: none"> <li>• RJ45: x1</li> </ul>	
<b>USB</b> <ul style="list-style-type: none"> <li>• Type A: USB2.0 x3, USB3.0 x4</li> <li>• Type B: x2</li> </ul>	
<b>Speakers</b> <ul style="list-style-type: none"> <li>• Wattage: 10W x 2 + 15W x 1</li> </ul>	
<b>Embedded OS</b> <ul style="list-style-type: none"> <li>• Embedded OS: Android 8</li> </ul>	
<b>Bundle Software</b> <ul style="list-style-type: none"> <li>• Basic Annotation Software</li> </ul>	
<b>Power</b> <ul style="list-style-type: none"> <li>• Voltage: 100-240VAC +/- 10% Wide Range</li> </ul>	
<b>Weight</b> <ul style="list-style-type: none"> <li>• Will not exceed 40.5 kg</li> </ul>	
<b>Additional Requirements</b> <ul style="list-style-type: none"> <li>• USB cable</li> <li>• Touching pen: x 2</li> <li>• RS232 adapter</li> <li>• Clamp: x 5</li> <li>• HDMI cable</li> <li>• Top Camera Plate</li> <li>• VESA Standard Mount Interface</li> <li>• Mounting Kit</li> </ul>	

Item 3: PC Module (1 Unit)	
Specifications:	Statement of Compliance
<ul style="list-style-type: none"> <li>• Compatible with the Interactive Flat Panel</li> <li>• Will be installed in the Interactive Flat Panel</li> <li>• Slot-in type</li> </ul>	

<b>Computer</b> <ul style="list-style-type: none"> <li>• Intel i5 processor</li> <li>• 8th Generation</li> </ul>	
<b>Graphics</b> <ul style="list-style-type: none"> <li>• Intel UHD Graphics 630</li> <li>• Total Available Graphics Memory: 64GB</li> <li>• Max Resolution up to 4096x2304@60Hz</li> </ul>	
<b>Memory</b> <ul style="list-style-type: none"> <li>• Type: 260-pin DDR4 SO-DIMM x 2</li> <li>• Capacity: At least 8GB</li> </ul>	
<b>Storage</b> <ul style="list-style-type: none"> <li>• Type: M.2</li> <li>• Capacity: At least 128GB Solid State Drive</li> <li>• Interface: PCIE and SATA 3</li> </ul>	
<b>Software</b> <ul style="list-style-type: none"> <li>• Windows 10 Pro, 64-bit</li> <li>• Media Manager</li> <li>• Virtual whiteboard</li> </ul>	
<b>Input</b> <ul style="list-style-type: none"> <li>• Microphone x1</li> </ul>	
<b>Output</b> <ul style="list-style-type: none"> <li>• RGB / VGA: x1</li> <li>• DisplayPort: x1 (max. resolution 4096x2304@60Hz)</li> <li>• HDMI: x1 (max. resolution 3840x2160@24Hz)</li> <li>• Audio: x1 Earphone Out</li> <li>• LAN: RJ45 1 x RTL8111(Gigabit)</li> </ul>	
<b>Wireless</b> <ul style="list-style-type: none"> <li>• Intel 3165, 802.11 a/b/g/n/ac (2.4GHz/5GHz)</li> <li>• Bluetooth 4.2</li> <li>• USB Type A: USB 3.0 x 4, USB 2.0 x 2</li> </ul>	
<b>Power</b> <ul style="list-style-type: none"> <li>• Power Voltage: AC 110-240V 50 / 60Hz</li> <li>• Consumption: 95W</li> </ul>	

<b>Item 4: Video Wall (1 set)</b>	
<b>Specifications:</b>	<b>Statement of Compliance</b>
<ul style="list-style-type: none"> <li>• Composed of 2 x 2, 55-inch IPS display</li> <li>• Will be integrated to Video Conferencing Kit of the Main Conference Room</li> </ul>	
<b>Display</b> <ul style="list-style-type: none"> <li>• Panel Screen Size: Not less than 55 inches</li> <li>• Panel Technology: IPS</li> </ul>	

<ul style="list-style-type: none"> <li>Aspect Ratio: 16:9</li> <li>Native Resolution: 1,920 x 1,080 (Full HD)</li> <li>Brightness: 700 candelas per square meter</li> <li>Contrast Ratio: 1,200:1</li> <li>Dynamic Compression Ratio: 500,000</li> <li>Viewing Angle (H x V): 178 x 178</li> <li>Response Time: 8ms</li> <li>Life Time: 60,000 Hrs.</li> <li>Orientation: Landscape &amp; Portrait</li> </ul>	
<b>Input</b> <ul style="list-style-type: none"> <li>HDMI x 2, DP, DVI-D, Audio, USB</li> </ul>	
<b>Output</b> <ul style="list-style-type: none"> <li>DP, Audio</li> </ul>	
<b>External Control</b> <ul style="list-style-type: none"> <li>RS232C In/out, RJ45(LAN) In, IR In</li> </ul>	
<b>Bezel</b> <ul style="list-style-type: none"> <li>Ultra-narrow / ultra-thin</li> <li>Will not exceed 3.5 mm bezel-to-bezel</li> </ul>	
<b>Weight</b> <ul style="list-style-type: none"> <li>Will not exceed 20.3 kg</li> </ul>	
<b>Software</b> <ul style="list-style-type: none"> <li>Control and Monitoring Software</li> </ul>	
<b>Additional Requirements</b> <ul style="list-style-type: none"> <li>Remote controller with batteries</li> <li>Power Cord</li> <li>RS232C Cable</li> <li>DP Cable</li> <li>IR Receiver</li> <li>VESA Standard Mount Interface</li> <li>Smart Energy Saving</li> <li>Wall Mounting Kit</li> </ul>	

## Set B: MEETING ROOM AND TRAINING ROOM

Item 5: Large Format Display (8 Units)	
Specification	Statement of Compliance
<ul style="list-style-type: none"> <li>To be installed at the meeting room of OCR, OCR Mini Meeting Area, ALA, TRA, FRA, CSRA, Committee Room and CSRA Training Room</li> </ul>	
<b>Display</b> <ul style="list-style-type: none"> <li>Panel Size: Not less than 65 inches</li> <li>Type: TFT LCD Module. IPS type, DLED backlight</li> </ul>	

<ul style="list-style-type: none"> <li>• Native Resolution: 3,840 x 2,160</li> <li>• Aspect Ratio: 16:9</li> <li>• Colors: 1.07G colors</li> <li>• Response Time: 8 milliseconds</li> <li>• Viewing Angles: H = 178, V = 178 typ.</li> <li>• Backlight Life: 30,000 Hours</li> <li>• Surface Treatment: Anti-glare, Haze 25%</li> <li>• Bezel: Slim</li> <li>• Orientation: Landscape</li> </ul>	
<b>Input</b> <ul style="list-style-type: none"> <li>• HDMI: x2</li> <li>• RGB / VGA: x1</li> <li>• DisplayPort: x1</li> <li>• Audio: x1 (3.5mm)</li> <li>• RS-232: x1</li> <li>• OPS Slot: x1</li> <li>• Wi-Fi Slot: x1</li> </ul>	
<b>Output</b> <ul style="list-style-type: none"> <li>• HDMI: x1</li> <li>• Audio: x1 (3.5mm)</li> <li>• SPDIF: x1</li> </ul>	
<b>LAN</b> <ul style="list-style-type: none"> <li>• RJ45: x1</li> </ul>	
<b>USB</b> <ul style="list-style-type: none"> <li>• Type A: USB 2.0 x 2, USB 3.0 x 1</li> </ul>	
<b>Speakers</b> <ul style="list-style-type: none"> <li>• Max. 16Wx2</li> </ul>	
<b>Compatibility</b> <ul style="list-style-type: none"> <li>• RGB PC/HDMI PC: Up to 1,920 x 1,080@60Hz</li> <li>• HDMI: 480i, 480p, 720p, 1080i, 1080p, 4K2K@60Hz</li> <li>• DisplayPort: 480i, 480p, 720p, 1080i, 1080p, 4K2K@60Hz</li> <li>• Android Version: Android 8.0</li> </ul>	
<b>Power</b> <ul style="list-style-type: none"> <li>• Voltage: 100V-240V,50/60Hz (AC)</li> </ul>	
<b>Additional Requirements</b> <ul style="list-style-type: none"> <li>• Remote control with batteries</li> <li>• Power cables</li> <li>• HDMI cables</li> <li>• Wall mounting kit</li> <li>• RS232 adapter</li> <li>• VESA Standard Mount Interface</li> </ul>	

<b>Item 6: Meeting Room Video Conferencing System (8 Units)</b>	
<b>Specification</b>	<b>Statement of Compliance</b>
<ul style="list-style-type: none"> <li>• All-in-one design (Camera, Microphone and Speaker)</li> <li>• 3-microphone speakerphone</li> <li>• Expansion microphone-ready</li> <li>• Bluetooth wireless technology</li> </ul>	
<b>Camera (Integrated)</b> <ul style="list-style-type: none"> <li>• Field of view: Super-wide 120-degree</li> <li>• Ultra-HD imaging system: 4K, 1080p, 720p</li> <li>• Smooth motorized pan and tilt</li> <li>• 5x HD zoom</li> <li>• Pan: (+/- 25-degree)</li> <li>• Tilt: (+/- 15-degree)</li> <li>• 3 camera presets</li> </ul>	
<b>Microphone (Integrated)</b> <ul style="list-style-type: none"> <li>• Beamforming Elements: Three (3) omnidirectional microphones</li> <li>• Pickup Range: 4 m</li> <li>• Sensitivity: -27 dB</li> <li>• Microphone frequency response: 90Hz-16KHz</li> <li>• Audio processing: Acoustic Echo Cancellation and Voice Activity Detector</li> <li>• Microphone background noise suppression</li> </ul>	
<b>Speaker (Integrated)</b> <ul style="list-style-type: none"> <li>• Volume adjustable to 95 dB SPL at 1/2-meter peak</li> <li>• Speaker sensitivity 86.5+/-3dB SPL at 1/2 meter</li> <li>• Distortion: 200-300Hz &lt; 3%, 3000 Hz -10KHz &lt; 1%</li> </ul>	
<b>Expansion Microphones</b> <ul style="list-style-type: none"> <li>• Same brand as the main video conferencing system</li> <li>• Connection Type: Plug-and-play</li> <li>• LED indicator: video streaming, microphone mute, on-hold, and Bluetooth pairing</li> <li>• Type: Mono, wideband, noise cancelling</li> <li>• Buttons / Switch: Mute</li> <li>• Cable Length: minimum of six (6) meters</li> </ul>	
<b>Additional Requirements</b> <ul style="list-style-type: none"> <li>• Remote control with batteries</li> <li>• USB 2.0 cable</li> <li>• Power supply adapter</li> <li>• Mounting kit</li> </ul>	

## Set C: ADDITIONALS

Item 7: Document Camera (2 Units)	
Specifications	Statement of Compliance
<b>Sensor</b> <ul style="list-style-type: none"> <li>• Image sensor: 1/3.06 CMOS</li> <li>• Size: 1 / 2.7"</li> <li>• Effective Pixels: 13M Pixels (1920 x 1080)</li> <li>• Frame Rate: 60 fps</li> <li>• Output Resolution: 4K 60fps</li> <li>• Zoom: 23x</li> <li>• Shooting Area: A3</li> <li>• TV lines: 1400</li> <li>• Flicker filter: Yes</li> <li>• Lamp type: LED light</li> <li>• Microphone: Built-in</li> </ul>	
<b>Interface</b> <ul style="list-style-type: none"> <li>• Mini USB 2.0</li> <li>• HDMI</li> <li>• DC-in</li> </ul>	

Item 8: HDMI Cable (10 pieces)	
Specifications	Statement of Compliance
<ul style="list-style-type: none"> <li>• Cable Type: High Speed (Category 2)</li> <li>• Resolution: 1080p, 4K</li> <li>• Bandwidth: 10.2 Gb/s</li> <li>• Length: 7.5 meters</li> </ul>	

Item 9: General Services (1 Lot)	
Specifications	Statement of Compliance
<ul style="list-style-type: none"> <li>• Installation &amp; Termination</li> <li>• Configuration Testing &amp; Commissioning</li> <li>• Training &amp; Handover</li> <li>• Other work items not mentioned but necessary to complete the project</li> </ul>	



## ***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).

## Bid Form

---

Date: \_\_\_\_\_  
Invitation to Bid<sup>2</sup> N<sup>o</sup>: \_\_\_\_\_

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

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply/deliver the Office Productivity/Desktop Computers in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the **Schedule of Prices** attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in [BDS](#) provision for **ITB Clause Error! Reference source not found.** and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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:<sup>3</sup>

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____
(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 as per **ITB Clause Error! Reference source not found.** of the Bidding Documents.

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<sup>2</sup> If ADB, JICA and WB funded projects, use IFB.

<sup>3</sup> Applicable only if the Funding Source is the ADB, JICA or WB.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

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.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

## Contract Agreement Form

---

THIS AGREEMENT made this \_\_\_\_\_ 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, viz., *[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]* (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 shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Supplier’s Bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.* bidder’s response to clarifications on the bid), including corrections to the bid resulting from the Procuring Entity’s bid evaluation;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract;
  - (f) the Performance Security; and
  - (g) the Entity’s Notice of Award.
3. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.

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.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Entity)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Supplier.)

## Omnibus Sworn Statement

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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;
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 following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure 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.

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

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice



(A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*

IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

## BID SECURING DECLARATION FORM

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

X-----X

### **BID SECURING DECLARATION** **Invitation to Bid:** *[Insert Reference number]*

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

I/We<sup>4</sup>, 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 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 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;
  - (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.

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<sup>4</sup> Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

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'S AUTHORIZED  
REPRESENTATIVE]  
[Insert Signatory's Legal Capacity]  
Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [date issued], [place issued]

IBP No. \_\_\_\_\_ [date issued], [place issued]

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

**Statement of all ongoing government and private contracts, including contracts awarded but not yet started, for the last three (3) years**

Bidder's Name : \_\_\_\_\_  
 Business Address : \_\_\_\_\_

Name of Contract / Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works/ Undelivered Portion
			Description	%		Planned	Actual	
<u>Government</u>								
<u>Private</u>								

Note: This statement shall be supported with:

Description:

1. Notice of Award and/or Contract Manufacturer
2. Notice to Proceed issued by the owner
3. Certificate of Accomplishments signed by the owner or authorized representative

Bidder's

Role

- 1.
2. Supplier
3. Distributor

Submitted by:

*Name and Signature of Authorize Representative*

*Position:* \_\_\_\_\_

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

**Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract, completed within three (3) years prior to the deadline for the submission and receipt of bids.**

Bidder's Name : \_\_\_\_\_  
 Business Address : \_\_\_\_\_

Name of Contract / Project Cost	a. Owner's Name b.Address c.Telephone Nos.	Nature of Work	Bidder's Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
<u>Government</u>						
<u>Private</u>						

Note: This statement shall be supported with:

Description:

1. Contract
2. Certificate of Completion
3. Certificate of Acceptance

Bidder's Role

1. Manufacturer
2. Supplier
3. Distributor

Submitted by:

*Name and Signature of Authorize Representative*

*Position:* \_\_\_\_\_

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

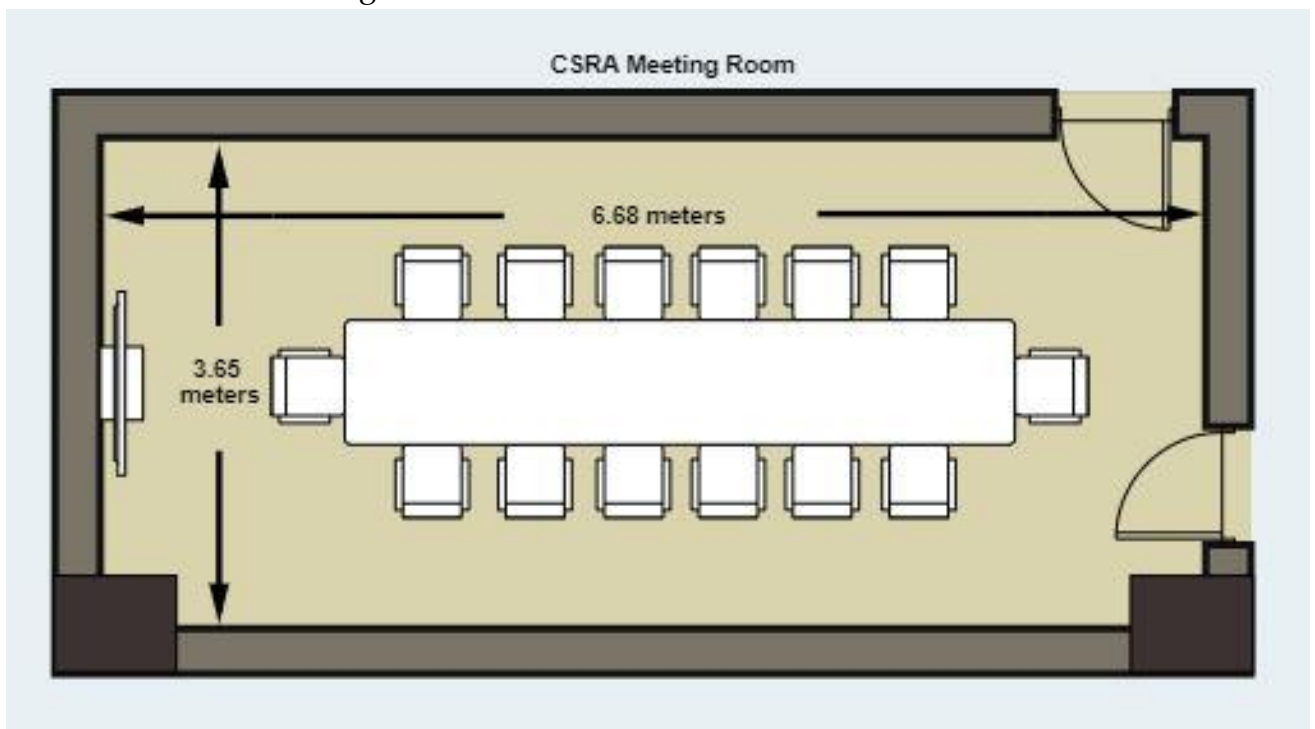
# ANNEX A

## DRAWINGS

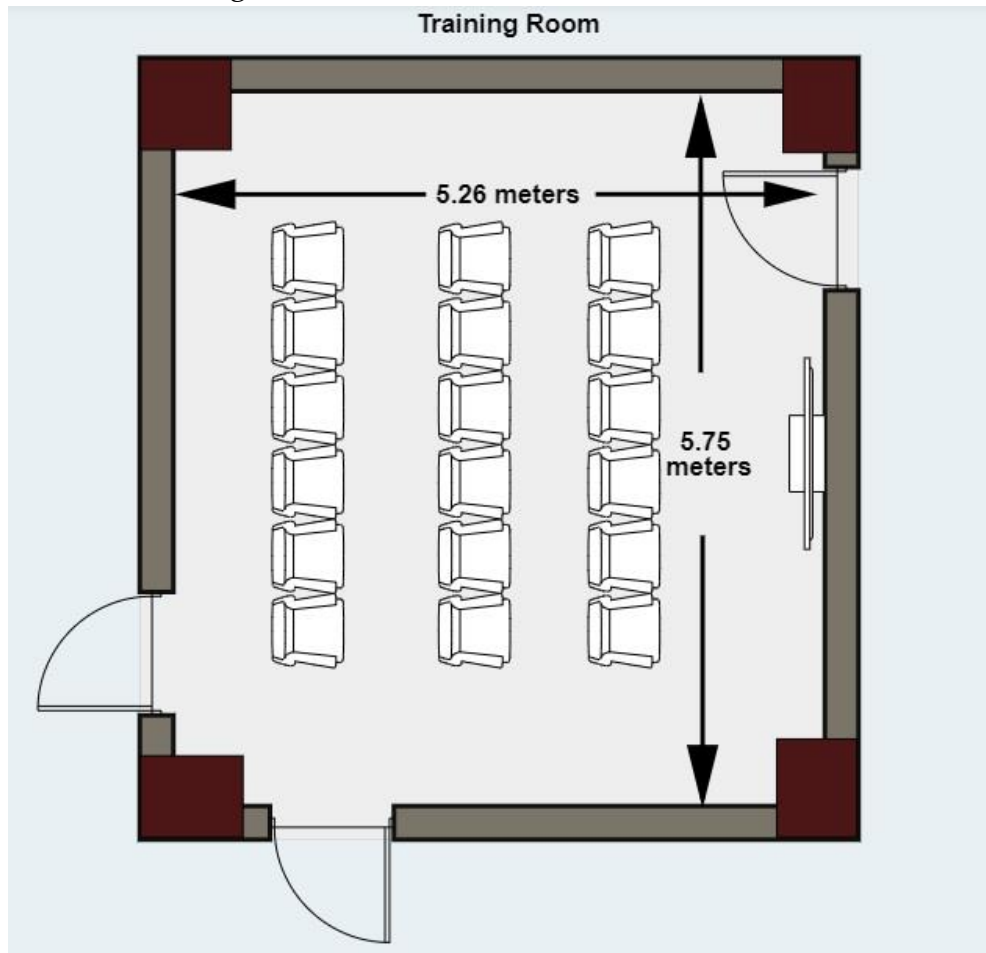
Drawings are based on the Architectural Building Plan. Actual number of seats and orientation may vary. The actual position of the display panel is shown.

### Ground Floor

#### CSRA Meeting Room

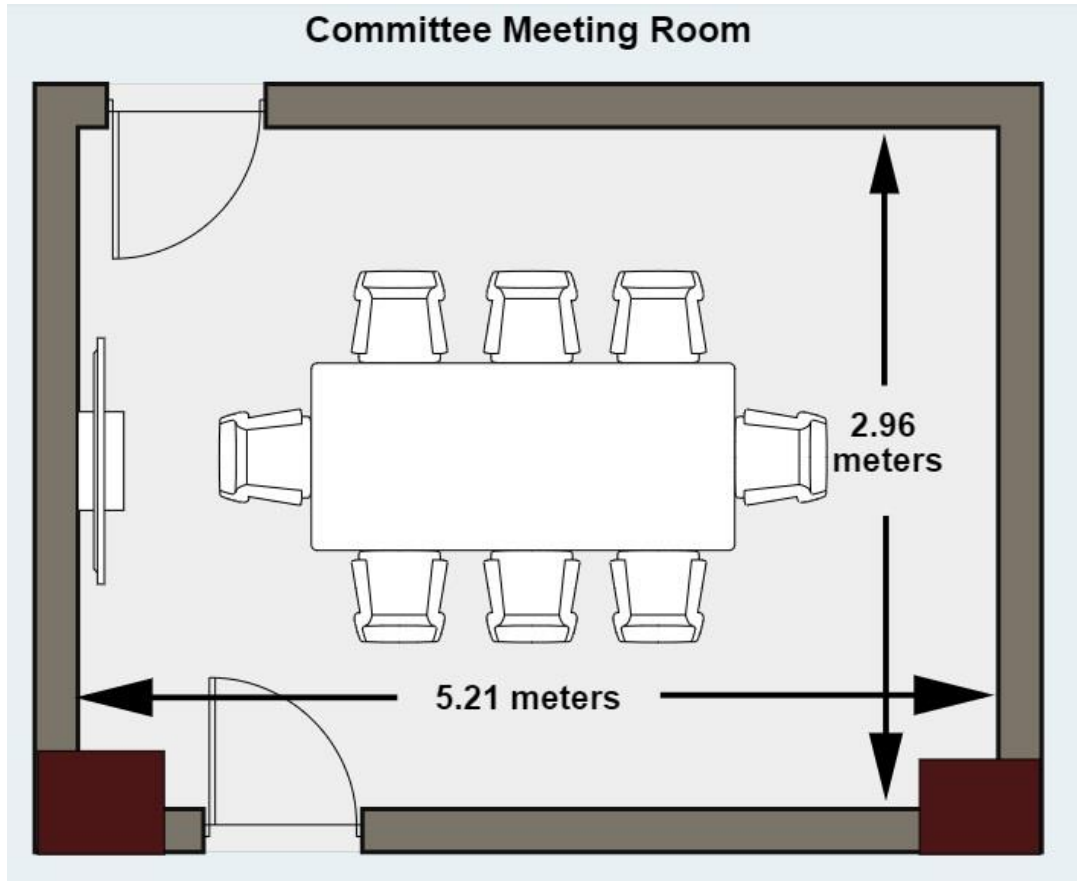


## CSRA Training Room



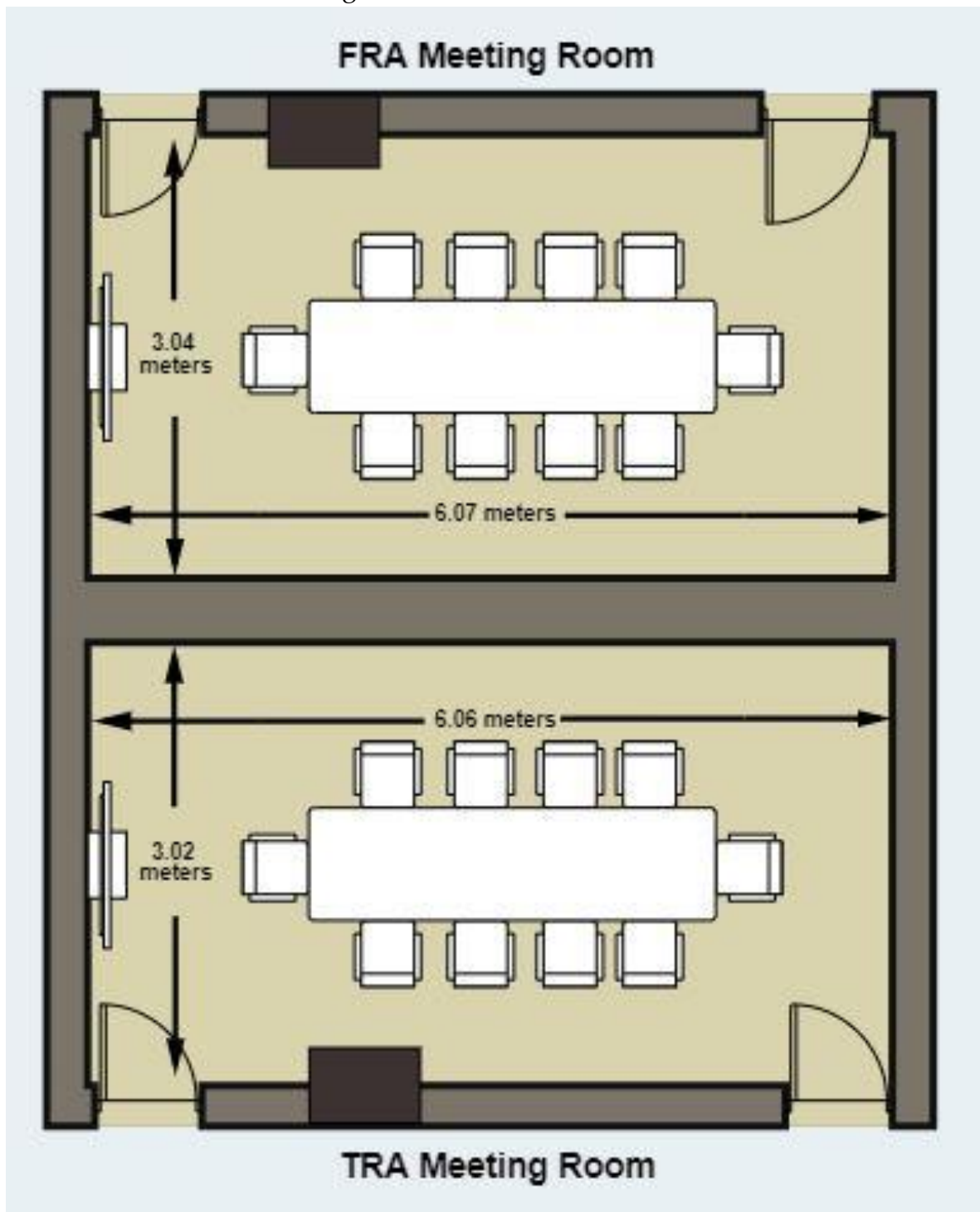
## Second Floor

### Committee Meeting Room



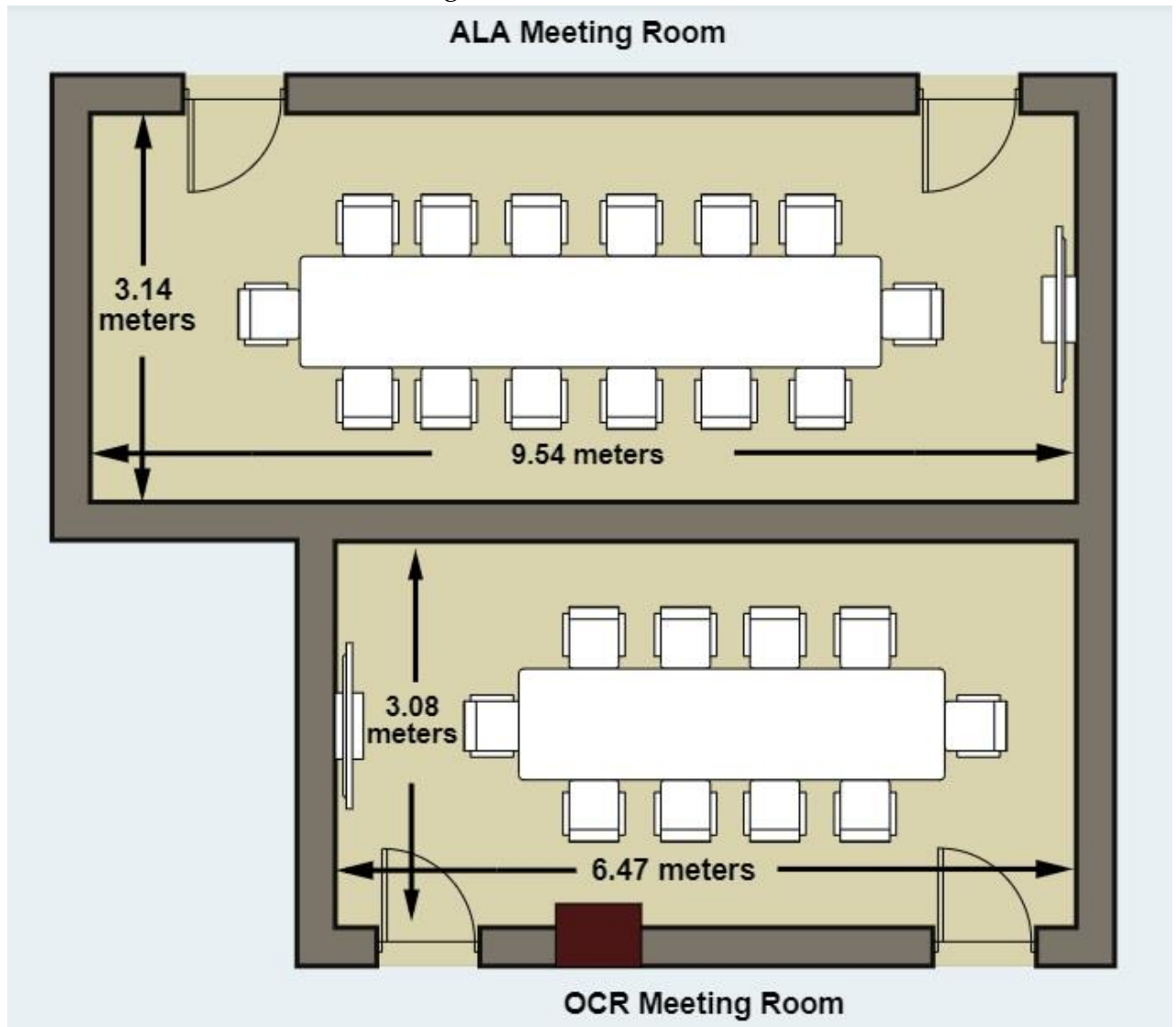


## FRA and TRA Meeting Room

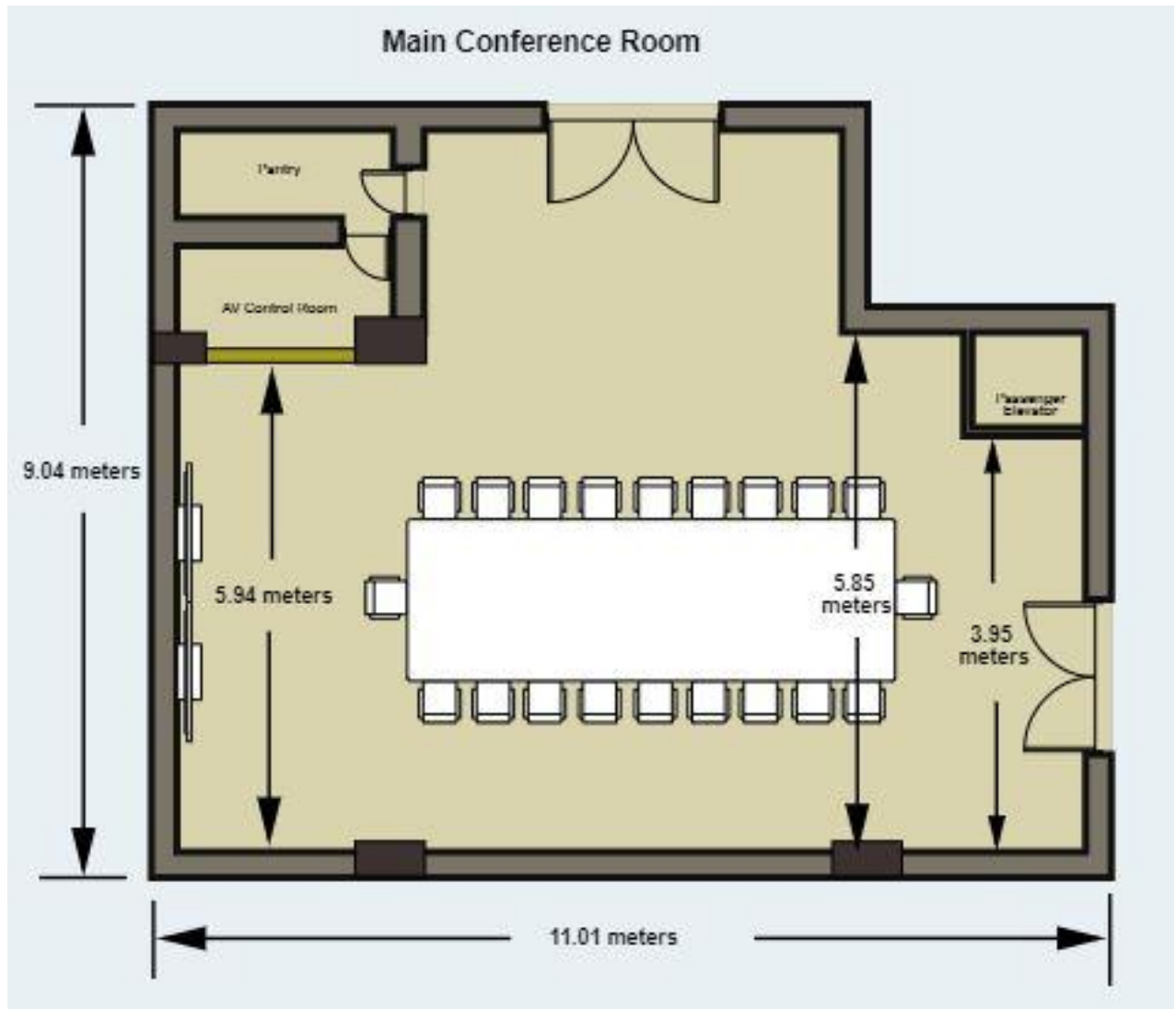


## Third Floor

### ALA and OCR Meeting Room



## Main Conference Room



## OCR Mini Meeting Area

