

# PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

## COMMISSION ON FILIPINOS OVERSEAS (CFO) BIDS AND AWARDS COMMITTEE



NAME OF PROJECT: Supply, Delivery, and Testing  
of Various ICT Equipment of  
CFO for F.Y. 2022 (Re-Bidding)

(Public Bidding No. 2022-02-001)  
CFO PR No.: 2022-01-004

February 2022

# 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, and 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

Glossary of Acronyms, Terms, and Abbreviations .....	5
Section I. Invitation to Bid.....	8
Section II. Instructions to Bidders.....	12
1. Scope of Bid .....	13
2. Funding Information.....	13
3. Bidding Requirements .....	13
4. Corrupt, Fraudulent, Collusive, and Coercive Practices .....	14
5. Eligible Bidders.....	14
6. Origin of Goods .....	14
7. Subcontracts .....	15
8. Pre-Bid Conference .....	15
9. Clarification and Amendment of Bidding Documents .....	15
10. Documents comprising the Bid: Eligibility and Technical Components .....	15
11. Documents comprising the Bid: Financial Component .....	16
12. Bid Prices .....	16
13. Bid and Payment Currencies .....	17
14. Bid Security .....	17
15. Sealing and Marking of Bids .....	17
16. Deadline for Submission of Bids .....	18
17. Opening and Preliminary Examination of Bids .....	18
18. Domestic Preference .....	18
19. Detailed Evaluation and Comparison of Bids .....	18
20. Post-Qualification .....	19
21. Signing of the Contract .....	19
Section III. Bid Data Sheet .....	20
Section IV. General Conditions of Contract .....	22
1. Scope of Contract .....	23
2. Advance Payment and Terms of Payment .....	23
3. Performance Security .....	23
4. Inspection and Tests .....	23
5. Warranty .....	242
6. Liability of the Supplier .....	24
Section V. Special Conditions of Contract .....	25
Section VI. Schedule of Requirements .....	28
Section VII. Technical Specifications .....	29
Section VIII. Checklist of Technical and Financial Documents .....	337

## *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.

CFO - Commission on Filipinos Overseas

## *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.



## Section I. Invitation to Bid

### SUPPLY, DELIVERY AND TESTING OF VARIOUS ICT EQUIPMENT OF CFO FOR F.Y. 2022

Bid Reference No. CFOBAC-2022-02-001

Funding Source: Approved Budget of CFO for FY 2022

1. The COMMISSION ON FILIPINOS OVERSEAS (CFO) invites PHILGEPS registered suppliers to apply for eligibility and to bid for the hereunder items:

Lot No.	Qty.	Item/Description	Approved Budget for the Contract	Price of Bid Document	Delivery Period
1	1 lot	Supply, Delivery and Testing of various ICT Equipment of CFO for FY 2022: <ul style="list-style-type: none"><li>• Mid-Range Desktop Computer – 23 units</li><li>• High-End Desktop Computers – 3 units</li><li>• Desktop Computer for BLB Projects – 8 units</li></ul>	Php 1,540,000.00	Php 5,000.00	60 working days
		TOTAL	Php 1,540,000.00		

2. Bids exceeding the stated amount of ABC shall automatically be rejected at the bid opening. Late bids shall not be accepted.
3. The CFO now invites bids for from authorized Philippine suppliers, distributors, and dealers for the SUPPLY, DELIVERY AND TESTING OF VARIOUS ICT EQUIPMENT OF CFO FOR FY 2022.
4. Delivery Place and Delivery Period:

Delivery Place	Delivery Period
Citigold Center 1345 Pres. Quirino Avenue corner Osmeña Highway Paco, Manila	Sixty (60) Working days from receipt of Notice to Proceed

5. A prospective Bidder should have completed within the last three (3) years prior to the date of submission and receipt of bids at least one (1) single contract of similar nature amounting to at least fifty percent (50%) of the ABC.

For this **project**, **"similar in nature"** shall mean **"ICT Equipment"**.

6. Bidding will be conducted through open competitive bidding procedures using a non-discretionary **"pass/fail" criterion as specified in the "Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act"**.

7. 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 5183.
8. The Invitation to Bid and Bidding Documents may be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and CFO website ([www.cfo.gov.ph](http://www.cfo.gov.ph))
9. The complete set of Bidding Documents may be acquired by interested bidders upon payment of a non-refundable price as indicated above. The Bidding Documents shall be received personally by the prospective Bidder or his duly authorized representative upon presentation of proper document.
10. The Schedule of Bidding Activities shall be as follows:

ACTIVITIES	TIME	VENUE
Pre-Procurement	25 January 2022, 1:00pm	Will be conducted online (Via Zoom)
Advertisement/Posting of Invitation to Bid	From 1 February 2022 to 22 February 2022	Philippine Government Electronic Procurement Systems (PHILGEPS) and CFO website ( <a href="http://www.cfo.gov.ph">www.cfo.gov.ph</a> )
Sale and Issuance of Bid Documents	From 1 February 2022, 9AM to 22 February 2022, 10 am	Bids and Awards Committee Secretariat, Second Floor, Administrative and Finance Division Citigold Center II, 1388 F. Icasiano St. cor.F. Gernale St. Paco, Manila
Pre-Bid Conference	8 February 2022, 10:00am	Will be conducted online (Via Zoom)
Issuance of supplemental Bid Bulletin	15 February 2022	Philippine Government Electronic Procurement Systems (PHILGEPS) and <b>supplier's email</b> address
Submission of Bids and Opening of Bids	22 February 2022, 10:00am	Will be conducted online (Via Zoom)

11. For the Pre-Bid Conference, bidders are encouraged to attend via zoom their authorized technical representatives or personnel who are familiar with the bid requirements and will prepare the documents for the bidder.
12. Interested bidders may obtain further information from the BAC Secretariat C/O: Administrative and Finance Division at the Citigold Center II, 1388 F. Icasiano St. cor. F. Gernale St. Paco, Manila, from 9:00 AM to 4:00 PM only, Mondays to Thursday starting 8 December 2021 at telephone number 8552-4792.
13. CFO reserves the right to waive any formality in the responses to the eligibility requirements and to this invitation. CFO further reserves the right to accept or reject any Bid, to annul the bidding process, and to reject all Bids at any time prior to contract award, and makes no assurance that contract shall be entered into as a result of this invitation, without thereby incurring any liability to the affected Bidder/s.

14. For further information, please refer to:

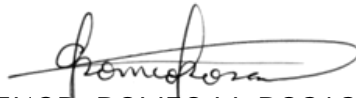
CFO BAC SECRETARIAT

C/O The Administrative and Finance Division  
COMMISSION ON FILIPINOS OVERSEAS  
Citigold Center II, 1388 F. Icasiano St. cor. F. Gernale St. Paco, Manila

Telephone No.: 552-4792

Email Address: [bac.secretariat@cfo.gov.ph](mailto:bac.secretariat@cfo.gov.ph)

Website: [www.cfo.gov.ph](http://www.cfo.gov.ph)



ENGR. ROMEO M. ROSAS II  
Chairperson - Bids and Awards Committee  
Commission on Filipinos Overseas

## *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.

## *Section II. Instructions to Bidders*

### 1. Scope of Bid

The Procuring Entity, Commission on Filipinos Overseas (CFO), wishes to receive Bids for the SUPPLY, DELIVERY AND TESTING OF VARIOUS ICT EQUIPMENT OF CFO FOR FY 2022 with identification number Public Bidding No.: 2022-02-001.

*[Note: The Project Identification Number is assigned by the CFO based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.]*

The Procurement Project SUPPLY, DELIVERY AND TESTING OF VARIOUS ICT EQUIPMENT OF CFO FOR FY 2022 is composed of *One* (1) lot, the details of which are described in Section VII (Technical Specifications).

### 2. Funding Information

2.1. The GOP through the source of funding as indicated below for FY 2022 in the amount of One Million Five Hundred Forty Thousand pesos only (Php 1,540,000.00)

2.2. The source of funding is:

➤ NGA, the General Appropriations Act or Special Appropriations.

### 3. Bidding Requirements

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

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

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

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

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

#### 5. Eligible Bidders

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

5.2.

a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

i. 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;

b. 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 February 8, 2022 (10:00 a.m) at the Citigold Center 1345 Pres. Quirino Avenue, cor. Osmeña Highway, Paco Manila and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the IB.

## 9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the IB, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## 10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in Section VIII (Checklist of Technical and Financial Documents).
- 10.2. **The Bidder's SLCC as indicated in** ITB Clause 5.3 should have been completed within *[state relevant period as provided in paragraph 2 of the IB]* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the **foreign bidder's affairs in the Philippines**. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

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

## 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.

- a. 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 *[indicate date]*. 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

15.1 Each Bidders shall enclose their original eligibility and technical documents described in ITB Clause Error! Reference source not found. in one **sealed envelope marked "ORIGINAL - TECHNICAL COMPONENT", and the original of their financial component in another sealed envelope marked "ORIGINAL - FINANCIAL COMPONENT", sealing them all in an outer envelope marked "ORIGINAL BID".**

15.2 Each copy of the first and second envelopes shall be similarly sealed duly **marking the inner envelopes as "COPY NO. \_\_\_\_ - TECHNICAL COMPONENT" and "COPY NO. \_\_\_\_ – FINANCIAL COMPONENT" and the outer envelope as "COPY NO. \_\_\_\_", respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.**

15.3 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.

15.4 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.

## 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 maybe. 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 grouped into several lots, which shall be awarded as separate contracts per lot.

19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

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

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	For this purpose, contracts similar to the Project shall be:  a. <i>Supply, Delivery, Installation and Testing of various ICT Equipment of CFO for FY 2022</i>  b. Completed within three (3) years prior to the deadline for the submission and receipt of bids.									
7.1	Subcontracting is not allowed									
12	The price of the Goods shall be quoted inclusive of the delivery at the CFO Citigold Center 1345 Pres. Quirino Ave., cor. Osmeña Highway Paco, Manila 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:  a. The amount of not less than _____ <i>[Indicate the amount equivalent to two percent (2%) of ABC]</i> , if bid security is in cash, <b>cashier's/manager's check, bank draft/guarantee or irrevocable letter</b> of credit; or  b. The amount of not less than _____ <i>[Indicate the amount equivalent to five percent (5%) of ABC]</i> if bid security is in Surety Bond.									
19.3	<table><tr><th>Lot No.</th><th>Item/Description</th><th>Approved Budget for the Contract</th></tr><tr><td>1</td><td>Supply and Delivery of various ICT Equipment:<ul style="list-style-type: none"><li>• Mid-Range Desktop Computers – 23 units</li><li>• High-End Desktop Computers – 3 units</li><li>• Desktop Computer for BLB Projects – 8 units</li></ul></td><td>Php 1,540,000.00</td></tr><tr><td></td><td>TOTAL</td><td>Php 1,540,000.00</td></tr></table>	Lot No.	Item/Description	Approved Budget for the Contract	1	Supply and Delivery of various ICT Equipment: <ul style="list-style-type: none"><li>• Mid-Range Desktop Computers – 23 units</li><li>• High-End Desktop Computers – 3 units</li><li>• Desktop Computer for BLB Projects – 8 units</li></ul>	Php 1,540,000.00		TOTAL	Php 1,540,000.00
Lot No.	Item/Description	Approved Budget for the Contract								
1	Supply and Delivery of various ICT Equipment: <ul style="list-style-type: none"><li>• Mid-Range Desktop Computers – 23 units</li><li>• High-End Desktop Computers – 3 units</li><li>• Desktop Computer for BLB Projects – 8 units</li></ul>	Php 1,540,000.00								
	TOTAL	Php 1,540,000.00								
20.2	<i>Not further instructions.</i>									
21.2	<i>Not Applicable</i>									

## *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>Delivery and Documents —</p> <p><b>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:</b></p> <p>The delivery terms applicable to the Contract are delivered at the CFO Citigold Center 1345 Pres. Quirino Ave., cor. Osmeña Highway Paco, Manila.</p> <p>Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the <b>Goods at their final destination.”</b></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 1, <b>the Procuring Entity’s Representative at the Project Site is Engr. Romeo M. Rosas II.</b></p> <p>Incidental Services —</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> <ul style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> </ul>
	<ul style="list-style-type: none"> <li>e. training of the <b>Procuring Entity’s personnel, at the Supplier’s plant</b> and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</li> </ul>

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

#### Spare Parts —

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

- 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;

#### 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.

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.

## *Section VI. Schedule of Requirements*

The delivery of the Goods shall be within sixty (60) working days upon receipt by the Supplier of the Notice to Proceed or Contract.

The Goods shall be delivered at the CFO Citigold Center II, 1388 F. Icasiano St. Cor., F. Gernale St. Paco Manila.

## *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 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.]*

Lot No. 1: Supply, Delivery and Testing of various ICT Equipment of CFO for FY 2022

Approved Budget of the Contract (ABC): Php 1,540,000.00

Item no. 1: Mid-Range Desktop Computers  
Quantity: 23 units

CFO SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE	BIDDER'S ACTUAL OFFER
Mid-Range Desktop, Brand new, complies with the following minimum requirement:		
Brand and Model:		

CPU	10 <sup>th</sup> gen 14nm		
	Frequency: 2.90ghz -4.30ghz		
	6 cores 12 threads		
	TDP 65w		
	Max Memory: 128gb		
	With integrated Graphics supports Direct x 12		
	12mb cache		
Motherboard	Supports 10 <sup>th</sup> gen processors		
	Supports Memory: DDR4 2133-3200 2 slots Dual Channel		
	Supports on board Graphics HDMI 1x VGA		
	Supports Audio: Realtek Audio Codec		
	High Definition Audio		

	Support LAN: 1000/100Mbit		
	Expansion Slot: 1 x PCI e x 16 slot		
	Storage Interface: 4x SATA 6gbs connectors		
	Back Panel Connectors: 4x USB 2.0, 1x HDMI, 2x USB 3, 1x RJ45port, 3x audio jacks		
	Form Factor: Micro ATX		
Memory (RAM)	1x 8gb DDR4 3200mhz 8gb		
Storage SSD (Solid State Drive)	SATA SSD 240gb		
Storage HDD (Hard Drive)	1Terabyte SATA 6.0gbps 64mb cache		
PSU (Power Supply)	500watts 80plus (support with 6 or 8 pins for gpu)		
Desktop Case	Tempered Glass		
	Support ATX, Micro ATX, Mini ITX		
	2pcs SSD Slot		
	2pcs HDD slot		
	2x USB 2.0 front panel		
	1x USB 3.0		
	3 fans		
	Modern Design/Professional		
Keyboard/Mouse	Wireless Keyboard mouse bundle		
Monitor	21.5 inches		
	1920x1080px Full HD		
	16.9 ratio		
	Brightness 250cdd/m2		
	60hz refresh Rate (75hz is a plus)		
	1x HDMI 1.4 1x VGA		
	Frameless modern design		
	Color: Black		
UPS	650va /360watts		
	4 socket		
Operating System	Win 10 Pro 64 bit (Disk) *not digital version		
Warranty	1 year standard with support		
Note	Pre- Assembled		

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

\_\_\_\_\_  
Name of Company / Bidder

\_\_\_\_\_  
Signature Over Printed Name of  
Authorized Representative

\_\_\_\_\_  
Date



Item no. 2: High-End Desktop Computers  
Quantity: 3 units

CFO SPECIFICATIONS		BIDDER'S STATEMENT OF COMPLIANCE	BIDDER'S ACTUAL OFFER
High-End Desktop, Brand new, complies with the following minimum requirement:			
Brand and Model:			
CPU	11 <sup>th</sup> gen 14nm		
	Frequency: 2.5ghz-4.90ghz		
	8 cores 16 threads		
	TDP 65w		
	Max Memory: 128gb		
	With integrated Graphics supports Direct x 12.1		
	16mb cache		
Motherboard	Supports 10-11 <sup>th</sup> gen processors		
	Supports Memory: DDR4 2133-3200 4 slots		
	Supports on board Graphics HDMI, Display port and DVI		
	Supports Audio: Realtek Audio Codec High Definition Audio		
	Support LAN: 1000/100Mbit		
	Expansion Slot: 1 x PCI e x 16 slot 4.0 and 2x PCIe x1 slot 3.0		
	Storage Interface: 1x m.2 and 6x SATA 6gbs connectors		
	Back Panel Connectors: 2x USB 2.0, 1x PS2, 1x DVI, 1x DP, 1x HDMI, 3x USB 3.2, 1x USB Type C, 1x RJ45port, 3x audio jacks		
	Form Factor: Micro ATX		
Memory (RAM)	2x 8gb DDR4 3200mhz 16gb		
Storage SSD (Solid State Drive)	NVme M.2 500gb gen 3		
Storage HDD (Hard Drive)	1Terabyte SATA 6.0gbps 64mb cache		
Low Profile Video Card	2gb Memory Size ,GDDR5 Memory type		
	1xHDMI 1x DVI		
	384 cuda cores		
	Max Res: 4096x2160		
PSU (Power Supply)	600watts 80plus silver (support with 6 or 8 pins for gpu)		
Desktop Case	Tempered Glass		
	Support ATX, Micro ATX, Mini ITX		
	2pcs SSD Slot		
	2pcs HDD slot		
	2x USB 2.0 front panel		
	1x USB 3.0		
	3 fans		

	Modern Design/Professional		
Keyboard/Mouse	Wireless Keyboard mouse bundle		
Monitor	23.8 IPS screen		
	1920x1080px Full HD		
	16.9 ratio		
	Brightness 250cdd/m2		
	60hz refresh Rate (75hz is a plus)		
	1x HDMI 1.4 1x VGA		
	Frameless modern design		
	Color: Black		
UPS	650va /360watts		
	4 socket		
Operating System	Win 10 Pro 64 bit (Disk) *not digital version		
Warranty	1 year standard with support		
Note	Pre- Assembled		

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

\_\_\_\_\_  
Name of Company / Bidder

\_\_\_\_\_  
Signature Over Printed Name of  
Authorized Representative

\_\_\_\_\_  
Date

Item no. 3: Desktop Computers for BLB Project  
Quantity: 8 units

CFO SPECIFICATIONS		BIDDER'S STATEMENT OF COMPLIANCE	BIDDER'S ACTUAL OFFER
Desktop Computers for BLB Projects, Brand new, complies with the following minimum requirement:			
Brand and Model:			
CPU	10 <sup>th</sup> gen 14nm		
	Frequency: 3.60ghz -4.30ghz		
	4 cores 8 threads		
	TDP 65w		
	Max Memory: 128gb		
	With integrated Graphics supports Direct x 12		
	6mb cache		
Motherboard	Supports 10 <sup>th</sup> gen processors		
	Supports Memory: DDR4 2133- 3200 2 slots Dual Channel		
	Supports on board Graphics HDMI 1x VGA		
	Supports Audio: Realtek Audio Codec		
	High Definition Audio		
	Support LAN:1000/100Mbit		
	Expansion Slot: 1 x PCI e x 16 slot		
	Storage Interface: 4x SATA 6gbs connectors		
	Back Panel Connectors: 4x USB 2.0, 1x HDMI, 2x USB 3, 1x RJ45port,3x audio jacks		
	Form Factor: Micro ATX		
Memory (RAM)	1x 4gb DDR4 2666 or 3200mhz 4gb		
Storage SSD (Solid State Drive)	SATA SSD 240gb		
PSU (Power Supply)	450 – 500watts		
Desktop Case	Tempered Glass		
	Support ATX, Micro ATX, Mini ITX		
	2pcs SSD Slot		
	2pcs HDD slot		
	2x USB 2.0 front panel		
	1x USB 3.0		
	3 fans		
	Modern Design/Professional		
Keyboard/Mouse	Wireless Keyboard mouse bundle		
Monitor	21.5 inches		
	1920x1080px Full HD		

	16.9 ratio		
	Brightness 250cdd/m2		
	60hz refresh Rate (75hz is a plus)		
	1x HDMI 1.4 1x VGA		
	Frameless modern design		
	Color: Black		
UPS	500 or 650va /360watts		
	2 or 4 sockets		
Operating System	Win 10 Pro 64 bit (Disk) *not digital version		
Warranty	1 year standard		
Note	Pre- Assembled		

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

\_\_\_\_\_  
Name of Company / Bidder

\_\_\_\_\_  
Signature Over Printed Name of  
*Authorized Representative*

\_\_\_\_\_  
Date

## *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);
- ☐ (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.

### 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: \_\_\_\_\_  
Public Bidding No.: 2022-02-001

The CFO BAC Chairman  
Commission on Filipinos Overseas  
Citigold Center 1345 Pres. Quirino Ave.,  
Cor. Osmeña Highway, Paco, Manila

Sir:

Having examined the Bidding Documents including Bid Bulletin Number \_\_\_\_\_, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to Supply, Delivery and Testing of Various ICT Equipment of CFO for FY 2022 in conformity with the said Bidding Documents for the sums stated hereunder:

Lot No. 1: Supply, Delivery and Testing of various ICT Equipment of CFO for FY 2022:

Item No.	Quantity	Item/Description	Unit Price	Total Price
1	23 units	Mid-Range Desktop Computers		
2	3 units	High-End Desktop Computers		
3	8 units	Desktop Computers for BLB Project		

TOTAL BID PRICE: \_\_\_\_\_

Bid Price in words: \_\_\_\_\_

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 18.3 and shall remain binding upon us and may be accepted at any time before the expiration of that period.



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

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

We certify/confirm that we comply with the eligibility requirements as per ITB Clause 5 of the Bidding Documents.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
[Signature over Printed Name of Authorized Representative]

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

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

## Omnibus Sworn Statement

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

## A F F I D A V I T

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 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 of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

*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 and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

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:* I am 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] hereby assigns the following contact number/s and e-mail address/es as the official telephone/fax number and contact reference of the company where the CFO BAC notices may be transmitted.

Telefax Number/s	1. _____
	2. _____

Email Address/es	1. _____
	2. _____

It is understood that notice/s transmitted in the above-stated telephone/fax numbers and/or e-mail address/es are deemed received as of its transmittal and the reckoning period for the reglementary periods stated in the bidding documents and the revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.

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

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Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me in the City/Municipality of \_\_\_\_\_ (indicate also the Province in the case of the Municipality) \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ (month and year) \_\_\_\_\_ By \_\_\_\_\_ (name of affiant) \_\_\_\_\_, who has satisfactorily proven to me his identity through his \_\_\_\_\_ (ID name and number) \_\_\_\_\_ valid until \_\_\_\_\_ (expiry date) \_\_\_\_\_, that he is the same person who personally signed before me the foregoing Affiant and acknowledged that he executed the same.

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(Notary Public)

Until \_\_\_\_\_  
PTR No. \_\_\_\_\_  
Date \_\_\_\_\_  
Place \_\_\_\_\_  
TIN \_\_\_\_\_  
IBP \_\_\_\_\_

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

Note:

"Sec.12. Competent Evidence of Identity - The phrase "competent evidence of identity" refers to the identification of an individual based on:

At least one current identification documents issued by an official agency bearing the photograph and signature of the individual, such as but limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay Certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, PhilHealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification.

***The Board Resolution or Secretary's Certificate referring to the said Board Resolution designating the bidders authorized representative and signatory need not specifically indicate the particular project where such authority is given provided that the said authority covers activities by CFO.***

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT OF SIMILAR NATURE WITHIN THE LAST FIVE (5) YEARS FROM DATE OF SUBMISSION AND RECEIPT OF BIDS AMOUNTING TO AT LEAST FIFTY PERCENT (50% ) OF THE APPROVED BUDGET OF THE CONTRACT (ABC)

Name of Client	Name of Contract	Date of the Contract	Kinds of Goods	Value of Contracts	Date of Completion	Official Receipt No. & Date OR <b>End User's Acceptance Date</b>

CERTIFIED CORRECT:

\_\_\_\_\_  
Name & Signature of Authorized Representative

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

Instructions:

- Cut-off Date as of:  
(i) Up to the day before the deadline of submission of bids.
- In the column under "Dates", indicate the dates of Delivery/End-User's Acceptance and Official Receipt No.**
- Name of Contract column, indicates the Nature/Scope of the Contract for the DICT to determine the relevance of the entry with the Procurement at hand.

STATEMENT OF ALL ONGOING CONTRACTS WITHIN THE LAST THREE (3) YEARS

All On-Going Contracts (including contract/s awarded but not yet started, if any)

Name of Client	Name of the Contract	Date and Status of the Contract	Kinds of Goods	Amount of Contract	Value of Outstanding Contracts	Date of Delivery	Purchase Order Number/s or Date of Contract/s

\_\_\_\_\_  
Name & Signature of Authorized Representative

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

Instructions:

1. State all on-going contracts including those awarded but not yet started (Government and Private Contracts which may be similar or not similar to the project called for bidding as of the day before the deadline of submission of bids.
2. If there is NO on-going contract including awarded but not yet started as of the abovementioned period, state none or equivalent term.
3. The total amount of the ongoing but not yet started contracts should be consistent with those used in the Financial Contracting Capacity (NFCC).

Contract Agreement Form

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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, 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 Bid Form and the Price Schedule submitted by the Bidder;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract; and
  - (f) **the Entity's Notification 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).

