



PHILIPPINE INTERNATIONAL TRADING CORPORATION

NATIONAL DEVELOPMENT COMPANY (NDC) BUILDING, 116 TORDESILLAS STREET,
SALCEDO VILLAGE, 1277 MAKATI CITY

BIDDING DOCUMENTS

SUPPLY AND DELIVERY OF VARIOUS BRAND NEW IT EQUIPMENT FOR THE PROFESSIONAL REGULATION COMMISSION (PRC)

**Bid Reference No.: GPG-B1-2021-001 REBID
(Previous Bid. Ref. No. GPG-B1-2019-261)**

Sixth Edition

JANUARY 2021

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid



PHILIPPINE INTERNATIONAL TRADING CORPORATION

National Development Company (NDC) Building, 116 Tordesillas Street, Salcedo Village, 1227 Makati City

SUPPLY AND DELIVERY OF VARIOUS BRAND NEW IT EQUIPMENT FOR THE PROFESSIONAL REGULATION COMMISSION (PRC)

**BID REFERENCE No.: GPG-B1-2021-001 REBID
(PREVIOUS BID. REF. No. GPG-B1-2019-261)**

1. The *Philippine International Trading Corporation (PITC)* and *Professional Regulation Commission (PRC)*, through the **General Appropriation Act (GAA) FY 2017 (PITC AR No. TL-2018-144 dated October 8, 2018)** intend to apply the sum of the following lots being the Approved Budget for the Contract (ABC) to payments under the contract for each lot. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

Lot No.	Description	Qty.	Total ABC (₱) (VAT Inclusive)	Cost/Price of Bid Documents (cash OR cash deposit only) (₱)
1	Automatic Document Scanner with bundled software	30 Units	1,914,241.96	2,000.00
2	Laptop Computer	5 Units	1,196,401.23	1,200.00
3	All-in-One Desktop Computers with UPS	30 Units	2,392,802.45	2,400.00

2. The **Philippine International Trading Corporation (PITC)** and **Professional Regulation Commission (PRC)** now invite bids for the above Procurement Project. Bidders may bid for one, some or all the lots provided all units in the lot are supplied in full.

Bidders should have completed, within **the last five (5) 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.

PITC and PRC now invite bids from authorized Philippine Supplier/Distributor/Reseller of IT Equipment for the Supply and Delivery of Various Brand New IT Equipment for the Professional Regulation Commission (PRC) (hereafter referred to as GOODS/SERVICES).

Bidding is restricted to Filipino citizens / sole proprietorships, partnerships, or organization 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 Philippine International Trading Corporation (PITC) and inspect the Bidding Documents at the address given below **from Monday to Friday between 9:00AM to 2:00PM**. However, any queries relative to the contents of the bid documents and the project requirements can only be made by supplier not later than ten (10) calendar days prior to the Submission and Opening of Bids.

Chair Bids and Awards Committee I
Philippine International Trading Corporation
Email: chairbac1@pitc.gov.ph

Note: Maximum size of email with attachment of six (6) MB only

5. A complete set of Bidding Documents may be acquired by interested Bidders **starting 15 January 2021** from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in a non-refundable amount fee*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees **through electronic means (bac1secretariat@pitc1973.onmicrosoft.com)**.

Please look for the following BAC Secretariat from the above-mentioned address:

Monday	Jane Arcilla / Vivian Villanueva
Tuesday	Irissa Ordillano / Vivian Villanueva
Wednesday	Jane Arcilla / Vivian Villanueva
Thursday	Irissa Ordillano
Friday	Irissa Ordillano

It may be also downloaded free of charge from the website of the PhilGEPS and the PITC website. However, only those who have paid the cost of Bidding Documents at least one (1) day before the submission of their bids will be allowed to bid.

Bidders may pay for the cost of Bidding Documents thru any of the following modes of payment:

a. Cash Payment

PITC Cashier will be available from Tuesday to Thursday between 10:00 AM to 02:00PM.

OR

b. Cash Deposit

Interested Bidders may send a request letter for Bank Details to the BAC Secretariat c/o Ma. Theresa Elima at myette.elima@pitc1973.onmicrosoft.com. Thereafter, proof of payment must be emailed back to the BAC Secretariat.

Bidders who previously bought bidding documents for Bid Reference No. GPG-B1-2019-261 may acquire the Bidding Documents free of charge upon presentation of official receipt.

6. The Philippine International Trading Corporation (PITC) will hold a Pre-Bid Conference on **22 January 2021, Friday, 04:00 PM** through video conferencing via Zoom, which shall be open to prospective bidders.

Bidders are encouraged to send their authorized technical representatives or personnel who are familiar with the bid requirements and who will prepare the documents for the bidder.

7. Bids must be duly received by the BAC Secretariat through **manual submission** at the office address indicated below:

**Philippine International Trading Corporation
3/F, NDC Building, 116 Tordesillas St.
Salcedo Village, 1227 Makati City**

on or before **09 February 2021 (Tuesday), 4:00PM**. 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 **09 February 2021 (Tuesday), 4:00PM** at the given address below

**Philippine International Trading Corporation
5/F, NDC Building, 116 Tordesillas St.
Salcedo Village, 1227 Makati City**

In line with the precautionary health measures being adopted by the agency, interested bidders may join the **Pre-Bid Conference** and **Bid Opening** via video conference (Zoom) and advised to send their request for Zoom Link Password to the bac1secretariat@pitc1973.onmicrosoft.com with the following information together with proof of identity of the attendee a day before the scheduled conference.

Name of Project
Bid Reference No.

Activity
Company Name
Address
Name of Representative [maximum of two (2)]
Contact Nos.
E-mail Address (to which all communications from the Bids and Awards Committee shall be sent)
Scanned or Photo of Proof of Identity (please attach any government issued ID e.g. Passport, LTO license etc.)

Only two (2) pre-registered representatives/personnel/s per company shall be allowed to attend the **Pre-Bid Conference** and **Bid Opening** during zoom meeting.

10. The **Philippine International Trading Corporation (PITC)** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information/clarification, please refer to:

BAC Chair
 Bids and Awards Committee I
 Philippine International Trading Corporation

E-mail Address: chairbac1@pitc.gov.ph

12. You may visit the following websites:

For downloading of Bidding Documents: www.pitc.gov.ph

15 January 2021

CHRISTABELLE P. EBRIEGA
 Chairperson
 Bids and Awards Committee I

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **Philippine International Trading Corporation (PITC)** wishes to receive **Bids for the Supply and Delivery of Various Brand New IT Equipment for the Professional Regulation Commission (PRC)**, with **Bid Reference No.: GPG-B1-2021-001 REBID (Previous Bid. Ref. No. GPG-B1-2019-261)**

The Procurement Project (referred to herein as “Project”) is composed of **94 Lots** 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 **General Appropriation Act (GAA) FY 2017 (PITC AR No. TL-2018-144 dated October 8, 2018)** in the amount of **Pesos: Five Million Five Hundred Three Thousand Four Hundred Forty Five and 64/100 (₱5,503,445.64)**.

2.2. The source of funding is: **General Appropriation Act (GAA) FY 2017 (PITC AR No. TL-2018-144 dated October 8, 2018)**.

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 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 fifty percent (50%) of the ABC of the lot being bid.
 - 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 per lot.**
- 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 Procuring Entity has prescribed that: **Subcontracting is not allowed.**

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address 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 **the last five (5) 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 per lot indicated in **paragraph 1** of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

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

- iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.
- b. For Goods offered from abroad:
- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in **Philippine Peso**

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration 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 from the date of Opening of Bids**. 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.

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

20.2. 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

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. "Similar contract" shall refer to the "IT Equipment". b. completed within the last five (5) 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 DDP and VAT inclusive.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than two percent (2%) of the ABC of the lot being bid, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than five percent (5%) of the ABC of the lot being bid if bid security is in Surety Bond. <p style="text-align: center;">Separate Bid Security per Lot.</p>
19.3	<p>Supply and Delivery of various Brand New IT Equipment for the Professional Regulation Commission (PRC)</p> <p>The description of the items per lot are indicated in the Section VII. Technical Specification.</p>
20.1	<p>Post Qualification: Within a non-extendible period of five (5) calendar days from receipt by the supplier of the Notice from the BAC that the supplier has the Single/Lowest Calculated Bid (S/LCB), the Supplier shall submit and/or present the following requirements for post qualification:</p> <ul style="list-style-type: none"> 1. Present original copy and submit certified true copy of the following: <ul style="list-style-type: none"> a. Latest Income and Business Tax Returns per Revenue Regulations 3-2005; Tax returns filed through the Electronic Filing and Payments System (EFPS). The latest income and business tax returns are those within the last six months preceding the date of bid submission. b. Valid and current Certificate of PhilGEPS Registration (Platinum Membership); c. PO's or Contracts for all Ongoing Contracts as listed per submitted Annex I.

	<p style="text-align: center;">d. PO or contract relative to Single Largest Completed Contract per submitted Annex I-A</p> <p>(In case of Joint Venture between local companies, both partners must present/submit above items a, b. In case of foreign partner, a is not applicable.)</p> <p>2. Submit original copy of the following:</p> <p>a. Company Profile. Company printed brochure may be included.</p> <p>b. Vicinity map/location of the business.</p> <p>3. Present the original copy of the following Eligibility Documents:</p> <p>i. Registration Certificate from the Securities and Exchange Commission (SEC) for corporations, Department of Trade and Industry (DTI) for sole proprietorship, or from Cooperative Development Authority (CDA) for cooperatives;</p> <p>ii. Valid and Current Business/Mayor's 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;</p> <p>iii. Valid and Current Tax Clearance per Executive Order 398, Series of 2005 and Revenue Memorandum Order No. 46-2018.</p> <p>iv. End-User's Acceptance or Official Receipt (duplicate or triplicate copy) relative to Single Largest Completed Contract per submitted Annex I-A, as applicable.</p> <p>4. Bidder's Certification:</p> <p>i. That it has no overdue deliveries or unperformed services intended for PITC and/or PRC.</p> <p>ii. That it did not participate as a consultant in the preparation of the design or technical specification of the GOODS subject of the bid.</p> <p>In case of Joint Venture between local companies, partners must present/submit items a, b and c. In case of foreign partner, a and b are not applicable.</p> <p>As part of Post Qualification, eligibility and technical documents submitted by the S/LCB will be validated and verified. Brochure or Technical Data Sheet or equivalent shall be evaluated to ensure compliance with the required technical specifications.</p> <p>Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the bidder for award. Should there be a finding against the veracity of any of the documents submitted, the Bid Security shall be forfeited in accordance with Sec. 69 of the IRR of RA 9184.</p>
21.1	No further instructions.

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

- 2.1. Advance payment of the contract amount is provided under Annex "D" of the revised 2016 IRR of RA No. 9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

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 VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

- 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

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</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><i>[For Goods supplied from abroad:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>Manila</i>. In accordance with INCOTERMS.”</p>
	<p><i>[For Goods supplied from within the Philippines:]</i> “The delivery terms applicable to this Contract are delivered <i>Manila</i> Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</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: <i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; 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 e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. f. <i>[Specify additional incidental service requirements, as needed.]</i>

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:

Select appropriate requirements and delete the rest.

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

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

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of *[indicate here the time period specified. If not used indicate a time period of three times the warranty period]*.

Spare parts or components shall be supplied as promptly as possible, but in any case, within *[insert appropriate time period]* months of placing the order.

Packaging –

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

	<p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p>
	<p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <ul style="list-style-type: none"> Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p>

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 Payment is made through corporate check within fifteen (15) calendar days after completion and acceptance of work specified in the Terms of Reference/Contract, and submission of all required documents. All payments are subject to applicable withholding taxes.

Documentary requirements for payment are as follows:

- 1) Original and duplicate **BIR VAT registered Supplier’s Invoice** issued under the name of the PRC indicating PITC Contract Number. All entries in the Invoice must be typewritten or computer printed;
- 2) Original and duplicate **Delivery Receipt** issued under the name of PRC duly acknowledged and received by PITC’s authorized representative;
- 3) **Certification from PRC** that the following documents were submitted and/or complied by the Supplier:
 - a. Hard and Soft Copy of User’s Manual in English
 - b. Functional Testing and End User Acceptance
 - c. Certificate of Replacement of Defective Items
 - d. Warranty Certificate covering the following: Warranty Period/ Coverage of Warranty –

Lot No.	Description / Warranty
1	<p>Automatic Document Scanner: 1 year warranty on parts and services: On site warranty within Metro Manila, Metro Cebu and Metro Davao</p> <p>Pre-scheduled 2x preventive machine maintenance ON-SITE within Metro Manila, Metro Cebu and Metro Davao within the 1 year warranty period.</p> <p>Service Support Certification: Minimum of 3 years of providing service support to products being offered.</p>
2	<p>Laptop Computers: 1 year warranty on parts and services</p>
3	<p>All-in-One Desktop Computers: 3 years Premier Support Warranty with Keep Your Drive (KYD)</p>

	<p>Warranty Period shall commence from the date of acceptance by the end user after functional inspection, installation and testing.</p> <p>e. Certificate of After Sales Service and Availability of Spare Parts;</p> <p>4) Original Certificate of Acceptance duly signed by authorized representatives of PRC and PITC.</p> <p>5) Certified True copies of pertinent tax receipts and duties on the imported parts/equipment pursuant to COA Memo No. 90-684 dated Dec.5, 1990/Administrative Order No. 200 dated November 20, 1990. For locally purchased materials, the BIR registered sales invoice of the seller is acceptable.</p>
2.2	Partial payment is not allowed.
4	<p>For acceptance, all delivered items will be subjected to visual and functional inspections at PRC to be conducted by the One (1) Personnel from PRC and One (1) Personnel from PITC.</p> <p>During delivery, the supplier shall be responsible in unloading the items from the container/truck to the designated delivery center. All costs including delivery and assembly, handling and other related expenses shall be borne by the supplier. In the absence of materials handling equipment at the site, the supplier shall provide the necessary equipment such as but not limited to: forklifts, hand pallet truck, etc. at the expense of the supplier.</p> <p>All expenses relative to delivery, installation, testing, inspection and acceptance shall be for the account of the supplier including round trip airfare (as applicable), inland transportation, board and lodging and per diem</p>

Section VI. Schedule of Requirements

Section VI. Schedule of Requirements

Item	Description	Delivery Date
1.	SUPPLY AND DELIVERY OF VARIOUS BRAND-NEW IT EQUIPMENT FOR THE PROFESSIONAL REGULATION COMMISSION (PRC) (per Lot)	<p>Delivery Period: Within Sixty (60) Calendar Days after receipt of Notice to Proceed (NTP)</p> <p>Delivery Place: PRC Central Office, P. Paredes St., Sampaloc, Manila</p>
2.	Section VII. Technical Specifications (per Lot)	To be submitted during the Bid Submission
3.	<p>Indicate the Brand Name and Model Number of the following equipment:</p> <p style="padding-left: 40px;">For Lot No. 1: Automatic Document Scanner</p> <p style="padding-left: 40px;">_____</p> <p style="padding-left: 40px;">For Lot No. 2: Laptop Computer</p> <p style="padding-left: 40px;">_____</p> <p style="padding-left: 40px;">For Lot No. 3: All-in-One Desktop Computers with UPS</p> <p style="padding-left: 40px;">_____</p>	To be submitted during the Bid Submission
4.	<p>Brochure (original or certified true copy from the manufacturer) / Technical Data Sheet or equivalent document showing compliance to the PRC Technical Specifications for the following equipment:</p> <p style="padding-left: 40px;">For Lot No. 1: Automatic Document Scanner</p> <p style="padding-left: 40px;">For Lot No. 2: Laptop Computer</p> <p style="padding-left: 40px;">For Lot No. 3: All-in-One Desktop Computers with UPS</p>	To be submitted during the Bid Submission
5.	<p>Valid and Current Certificate of Distributorship / Dealership / Resellership of the items being offered, issued by the principal or manufacturer of the product (if Bidder is not the manufacturer). If not issued by manufacturer, must also submit certification/document linking bidder to the manufacturer for the following equipment.</p>	To be submitted during the Bid Submission

Item	Description	Delivery Date
	<p>For Lot No. 1: Automatic Document Scanner</p> <p>For Lot No. 3: All-in-One Desktop Computers with UPS</p>	
6.	<p>For Lot No. 3: Certificate from the Manufacturer that the parts and consumables are available in the next three (3) years.</p>	To be submitted during the Bid Submission
7.	<p>List of Authorized Service Center/s in Metro Manila, Metro Cebu and Metro Davao (one each per Lot) (with available spare parts, indicating address, telephone & fax numbers, email address and contact person).</p> <p>In the event of closure of business, termination of franchisee/ service center, the supplier shall notify the PRC and PITC accordingly of the new service centers with telephone numbers and address who can provide the needed parts, supplies and service;</p>	To be submitted during the Bid Submission
8.	<p>Certificate of Performance Evaluation with a rating of Very Satisfactory issued by the Largest Contract/s Client/s of the bidder per submitted Statement of Single Largest Completed Contract(s).</p> <p>Certification shall be based on the following parameters:</p> <ol style="list-style-type: none"> a. Timely delivery b. Compliance to specifications and performance c. Warranty and after sales service <p>Note: Sample form attached as Annex 2</p>	To be submitted during the Bid Submission
9.	<p>Omnibus Sworn Statements (Revised) using the form prescribed.</p>	To be submitted during the Bid Submission
10.	<p>Bid Form and Price Schedule(s)</p> <p>Note: Separate Bid Form per Lot</p>	To be submitted during the Bid Submission
11.	<p>Bidder's Notarized Certification that:</p> <ul style="list-style-type: none"> • It has no overdue deliveries or unperformed services intended for PITC and/or PRC. • It did not participate as a consultant in the preparation of the design or technical specification to the PRC or PITC relative to this procurement. 	To be submitted during Post Qualification

Item	Description	Delivery Date
12.	<p>Bidder/Supplier must provide at least one (1) day of user's training for each Lot being bid with at least three (3) PRC engineers and technicians at PRC Central Office.</p> <p>All expenses of Training to be provided by the supplier.</p>	To be conducted upon delivery.

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder	Signature Over Printed Name of Representative	Date
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Section VII. Technical Specifications

Section VII. Technical Specifications

Bidders must state here either “Comply” or any equivalent term in the column “Bidder’s Statement of Compliance” against each of the individual parameters of each “Specification.”

SPECIFICATIONS	BIDDER’S STATEMENT OF COMPLIANCE
<p>A. PRC Terms of Reference as of 07 January 2021 (Annex 1) Per Lot (As applicable) as follows:</p> <ol style="list-style-type: none"> 1. 30 Units Automatic Document Scanner with bundled software 2. 5 Units Laptop Computers 3. 30 Units All-in-One Desktop Computers with UPS 	
<p>B. Terms of Payment (Section V. SCC)</p>	

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder	Signature Over Printed Name of Representative	Date
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TERMS OF REFERENCE



Republic of the Philippines
Professional Regulation Commission
Manila



TERMS OF REFERENCE (As of 01/07/2021)

1. Name of Project: (as applicable)
Supply and Delivery of Various Brand New IT Equipment for Professional Regulation Commission (PRC)
Requirements
2. Components (if a LOT/ System composed of various equipment) (as applicable). To indicate which items are of the same brand and which are considered as third party. Lot 1. 30 Units Automatic Document Scanner with bundled software Lot 2. 5 Units Laptop Lot 3. 30 Units All-in-One Desktop with UPS
3. Scope of Work (if SERVICES are required) Supply and Delivery only.
4. Technical Specifications for the item/s

Lot 1. 30 Units Automatic Document Scanner
TECHNICAL SPECIFICATIONS
ADF SCANNER with BUNDLED SOFTWARE

ATTRIBUTE	SPECIFICATIONS
Recommended Daily Volume	At least 5,000 pages daily
Recommended Speed	40 pages per minute at 200 and 300 dpi resolution
Processor	With embedded Single Core processor
Scanning Technology	Dual CIS; Grayscale output bit depth is 256 levels (8-bit); color output bit depth is 24 bits (8 x 3)
Paper Size	2.08 in. x 2.05 inches up to 8.5 in. x 118 inches
Feeder	80 sheets with active feed technology that automatically aligns pages/documents
Output Resolution	75 to 1200 dpi
File format Outputs	single & multi-page: TIFF, PDF, JPEG, BMP, PDF-A, Searchable PDF; Word Document and Excel
Operator Control Panel	1.5 inch color LCD
Bundled Software Capabilities	<ul style="list-style-type: none"> - Can save up to 20 job setups and destinations with one-touch scanning -Automatic creation of reports (CSV, XML, Text file) based on scanned images & index fields -Can create minimum of 2 index fields -Unlimited automatic creation of folders /sub folders -Can automatically split each small documents (i.e. receipts) into multiple single images -Can automatically merge front and rear letter/A4 pages to create an A3 image -Reads barcode up to 10 types and 6 per side and allows barcode reading to be used as image name

Connectivity	USB 3.2 GEN1 USB 2.0 compatible
Supported Operating System	Windows 7 SP1, Windows 8.1 and Windows 10 all in 32-bit

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	and 64-bit
Required Certification:	A Certificate from the Manufacturer? Principal for Distributor/ Dealer / Reseller, being an Authorized Distributor/ Dealer / Reseller of the brand being offered.
Warranty	-1 year Parts and Services: On-site Warranty within Metro Manila Metro Cebu and Metro Davao Software: On-line Support in Metro Cebu and Metro Davao -Pre scheduled 2X Preventive Machine Maintenance ON-SITE within Metro Manila, Metro Cebu and Metro Davao within the 1 year warranty period. -SERVICE SUPPORT CERTIFICATION: Minimum 3 years of providing service support to products being offered

Lot 2. 5 Laptop Computers

Processor: - 2.3GHz 8-core 9th-generation Intel Core i9 processor, Turbo Boost up to 4.8GHz
Graphics: - 4GB of GDDR6 memory
Display: 16"
Memory: - 16GB 2400MHz DDR4 memory
Storage: 2TB SSD storage
Force Touch Trackpad: Force Touch Trackpad
Four Thunderbolt 3 ports: Four Thunderbolt 3 ports
Keyboard and Documentation: Backlit Keyboard - US English
USB-C Digital AV Multiport Adapter
Retina Display with True Tone
OS: Big Sur
1 Year Warranty

Lot 3. 30 Units All-in-One Desktop Computers with UPS

21.5" All-In-One Non-Touch Desktop
Processor - Intel Core i7-10700 Processor (16MB Cache, up to 4.70GHz with turbo Boost)
Random Access Memory (RAM) – 16 GB DDR4 2933MHz SoDIMM Memory
Storage: 256 SSD : 1TB HDD, 7200RPM, 2.5, 7mm
Intel Wireless- AC 9560 2x2 AC and Bluetooth Version 5.0
Rear Ports: 4x USB 3.2 Gen 1 (one supports Smart Power On) , 1x Ethernet (RJ-45)
Side ports:
1x DisplayPort, 1x optional serial (9 pin)
1x USB 3.2 Gen 2
1x USB 3.2 Gen 1
1x USB 3.2 Type-C Gen 1(5V/3A charging)
1x optional card reader
1x Headphone/ Microphone combo jack (3.5mm)

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Full Function Monitor Stand
built-in 1080P camera
Integrated 2W x 2 Speakers
Integrated Graphics
Integrated Ethernet
USB Traditional Keyboard Black English
USB Calliope Mouse Black
172W adapters
UPS: at least 650VA
Supplier must provide a central customer service HOTLINE Number and email address.
On-site support shall be provided by the supplier the next business day (within 24 hours) after final remote diagnosis for delivered items within Metro Manila and not exceeding two (2) business days (48 hours) for outside Metro Manila.
The bidder must submit a certification from the manufacturer that they are an authorized product distributor, reseller or dealer and the units to be delivered including their parts are genuine. To be submitted together with the bid documents.
Certification from the manufacturer that the parts and consumables are available in the next three (3) years. The certificate must be submitted together with the bid documents.
Three (3) years Premier Support Warranty with Keep Your Drive (KYD)

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5. Requirement/s if awarded the contract:
5.1. Delivery Period: Within 60 Calendar Days upon receipt of Notice to Proceed
5.2. Delivery Place: PRC Central Office P. Paredes St. Sampaloc Manila
5.3. Warranty Period/ Coverage of Warranty The 3 years warranty (For Lot 3) and 1 year warranty (for lot 1 and 2) shall commence upon Issuance of Certificate of Acceptance and upon inspection of PRC representatives that the all items are perfectly working. Within the warranty period, the supplier/bidder is required to provide the ff. Technical Support for all items. <ul style="list-style-type: none"> ● Response time within 48 hours ● Beyond 24 hours, the supplier must provide a service unit once pulled-out and to return maximum of (2) weeks.
5.4. Manuals: Required for all lots (per unit)
5.5 Documentary Requirements for the Bid Opening 1. Bidder must have completed a single contract of similar in nature within the last 5 years equivalent to at least fifty percent (50%) of the ABC of this project. "Similar Contract" shall mean supply and delivery of IT Equipment.
Training (no. of days), no. of employees and place (as applicable) The Supplier/bidder must provide at least (1) day of user's training for each lot being bid with at least 3 PRC engineers & technicians at PRC Central Office. All Expenses of Training to be provided by the supplier.
Other requirements to be submitted by the Bidder during bid opening (as applicable)
1. Brochures: Required for all lots
2. List of Service Center/s: Metro Manila, Cebu, Davao
3. Certificate of Performance Evaluation: Required
4. Certificate of Distributorship: Required for lot 1 and lot 3

Prepared by:

 
Richard M. Araniago | John Carlo L. Arcega
TWG Representatives/s

Recommended by:


Aldrich Lunag
Provisional Member


Engr. Edgar Allan A. Rocha
Provisional Member

Approved by:


Gina A. Consignado
Head OR Director

Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
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; In case of recently expired Mayor's / Business permits, said permit shall be submitted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement.
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

- (e) 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
- (f) 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;

Any of the following documents must be submitted/attached corresponding to listed completed largest contracts:

- (a) Copy of End User's Acceptance; OR
- (b) Copy of Official Receipt/s; OR
- (c) Copy of Sales Invoice with Collection Receipt/s;

and

- (g) 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**

(h) **Technical Requirements**

- 1) Duly Complied **Section VI. Schedule of Requirements**
- 2) Duly Complied **Section VII. Technical Specifications**
- 3) **Indicate the Brand Name and Model Number of the following equipment:**

For Lot No. 1: Automatic Document Scanner

For Lot No. 2: Laptop Computer

For Lot No. 3: All-in-One Desktop Computers with UPS

- 4) **Brochure (original or certified true copy from the manufacturer) / Technical Data Sheet or equivalent document** showing compliance to the PRC Technical Specifications for the following equipment:

For Lot No. 1: Automatic Document Scanner

For Lot No. 2: Laptop Computer

For Lot No. 3: All-in-One Desktop Computers with UPS

- 5) **Valid and Current Certificate of Distributorship / Dealership / Resellership** of the items being offered, issued by the principal or manufacturer of the product (if Bidder is not the manufacturer). If not issued by manufacturer, must also submit certification/document linking bidder to the manufacturer for the following equipment.

For Lot No. 1: Automatic Document Scanner

For Lot No. 3: All-in-One Desktop Computers with UPS

- 6) **For Lot No. 3:** Certificate from the Manufacturer that the parts and consumables are available in the next three (3) years.
- 7) **List of Authorized Service Center/s in the Metro Manila, Metro Cebu and Metro Davao (one each per Lot)** (with available spare parts, indicating address, telephone & fax numbers, email address and contact person).

In the event of closure of business, termination of franchisee/service center, the supplier shall notify the PRC and PITC accordingly of the new service centers with telephone numbers and address who can provide the needed parts, supplies and service;

- 8) **Certificate of Performance Evaluation** with a rating of **Very Satisfactory** issued by the Largest Contract/s Client/s of the bidder per submitted Statement of Single Largest Completed Contract(s).

Certification shall be based on the following parameters:

- a. Timely delivery
- b. Compliance to specifications and Performance
- c. Warranty and after sales service

And

- (i) **Original duly signed Omnibus Sworn Statement (OSS);** and as 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

- (j) The Supplier's audited financial statements for **2019** and **2018** (in comparative form or separate reports):
- a) Independent Auditor's Report;
 - b) Balance Sheet (Statement of Financial Position); and
 - c) Income Statement (Statement of Comprehensive Income)

Each of the above statements must have stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.

And

- (k) 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

- (l) 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)

- (m) *[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.
- (n) 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 **Bid Form**; **and**
- (b) Original of duly signed and accomplished **Price Schedule(s)**.

***Note: Separate Bid Form and Price Schedule(s) per lot being bid.**

NOTE TO BIDDERS:

1. In case of inconsistency between the Checklist of Technical and Financial Documents for bidders and the provisions in the Instructions to Bidders, Bid Data Sheet and Schedule of Requirements, the Instructions to Bidders, Bid Data Sheet and Schedule of Requirements shall prevail.
2. In order to facilitate efficiency in evaluating all the documents submitted by the prospective bidder/supplier, we encourage all prospective bidders to put tabs in all documents to be submitted with the same number as indicated in this Checklist of Technical and Financial Documents.

Section IX. Bidding Forms

SUPPLY AND DELIVERY OF VARIOUS BRAND NEW IT EQUIPMENT FOR THE PROFESSIONAL REGULATION COMMISSION (PRC)

**Bid Reference No.: GPG-B1-2021-001 REBID
(Previous Bid. Ref. No. GPG-B1-2019-261)**

Please Indicate Lot no/s. being bid	
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Statement of All Ongoing Government and Private Contracts, including contracts 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

Instruction:

1. Statement of 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 being bid).
2. If there is no ongoing contract including those awarded but not yet started as of the aforementioned period, state none or equivalent term.
3. The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).

CERTIFIED CORRECT:

Name & Signature of Authorized Representative

Position

Date

SUPPLY AND DELIVERY OF VARIOUS BRAND NEW IT EQUIPMENT FOR THE PROFESSIONAL REGULATION COMMISSION (PRC)

**Bid Reference No.: GPG-B1-2021-001 REBID
(Previous Bid. Ref. No. GPG-B1-2019-261)**

Please Indicate Lot no/s. being bid	
--	--

Statement of Single Largest Completed Contract of Similar Nature within the Last Five (5) Years from date of submission and receipt of bids

Single contract of similar nature within last five (5) years amounting to at least fifty percent (50%) of the ABC of the Lot being bid.

Similar nature shall mean **“IT Equipment”**.

NAME OF CLIENT	NAME OF THE CONTRACT	DATE OF THE CONTRACT	KINDS OF GOODS	AMOUNT OF CONTRACT	DATE OF DELIVERY	OFFICIAL RECEIPT NO. & DATE, END USER'S ACCEPTANCE DATE OR COLLECTION RECEIPT WITH SALES INVOICE (PLEASE ATTACH)

CERTIFIED CORRECT:

Name & Signature of Authorized Representative

Position

Date

Bid Securing Declaration Form¹

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

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

BID SECURING DECLARATION Bid Ref. No.: *[Insert number]*

<i>Please Indicate the Lot No(s). being Bid</i>	
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To: **Philippine International Trading Corporation**

I/We, the undersigned, declare that:

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

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

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

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

¹ Pursuant to GPPB Resolution No. 16-2020 dated 16 September 2020

Omnibus Sworn Statement (Revised¹)

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

<i>Please indicate the Lot No(s). being Bid</i>	
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AFFIDAVIT

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

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

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

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

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

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

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

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

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

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

¹ Pursuant to GPPB Resolution No. 16-2020 dated 16 September 2020

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

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

SUBSCRIBED AND SWORN to before me this _____ day of _____ at _____, Philippines, by the affiant/s himself/herself/themselves whom I was able to personally identify through his/her/their [*insert type of valid government identification card used*], which he/she/they has/have presented to me.

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 of issue*]

IBP No. ____ [*date issued*], [*place of issue*]

Doc No. _____

Page No. _____

Book No. _____

Series of _____

Bid Form

Date: _____

Bid Ref. No: _____

Lot No: _____

To: **PHILIPPINE INTERNATIONAL TRADING CORPORATION**

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

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Bidding Documents;
- b. to provide a performance security in the form, amounts, and within the times prescribed in the Bidding Documents;
- c. to abide by the Bid Validity Period specified in the Bidding Documents and it shall remain binding upon us 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 your Notice of Award, shall be binding upon us.

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

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

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

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

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

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

For Goods Offered from Within the Philippines

Name of Bidder _____

Bid Ref. No. _____ **Page** ____ **of** ____

Lot No. _____

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

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

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

For Goods Offered from Abroad

Name of Bidder _____

Bid Ref. No. _____ **Page** ___ **of** ___

Lot No. _____

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

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Contract Agreement Form for the Procurement of Goods (Revised¹)
[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT AGREEMENT

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:
 - i. Bidding Documents;
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
 - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
 - iii. Performance Security;
 - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
 - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the Bidding Documents. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

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

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Name of Supplier]

Acknowledgment

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

¹ Pursuant to GPPB Resolution No. 16-2020 dated 16 September 2020

Performance Securing Declaration (Revised¹)

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

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

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

I/We, the undersigned, declare that:

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

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

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

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

¹ Pursuant to GPPB Resolution No. 16-2020 dated 16 September 2020 and GPPB Resolution No. 09-2020 dated 07 May 2020 to be used as an alternate performance security during a state of calamity or imposition of community quarantine.

**Special Bank Guarantee or Irrevocable Standby Letter of Credit
(For Retention Money, As Applicable)**

To : _____

Date : _____

WHEREAS, _____ with principal offices located at _____ (hereinafter called "the Contractor/Supplier") has undertaken, in pursuance of _____ dated _____ to execute supply of _____ at _____.

AND WHEREAS, it has been stipulated by you in the said Contract that the Contractor/Supplier shall furnish you with a Special Bank Guarantee / Irrevocable Standby Letter of Credit (as applicable) by an authorized bank for the sum specified therein as security for compliance with their obligations in accordance to with the contract, including a warranty that the GOODS supplied are free from patent and latent defects and performance of corrective work for any manufacturing defects will be undertaken as required and that all the conditions imposed under the contract shall be fully met;

AND WHEREAS, we have agreed to give the Contractor/Supplier such a Special Bank Guarantee/ Irrevocable Letter of Credit (as applicable);

NOW THEREFORE, we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of **PhP** _____ proportions of currencies in which the Contract Price is payable, and we undertake to pay you, **upon you first written demand and without cavil or argument, any sum or sums within the limits of PhP** _____ as aforesaid without you needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby further affirm that this bank guarantee/standby letter of credit (as applicable) is *irrevocable* and intended to answer for the performance of corrective work for any manufacturing defects, to warrant that the goods supplied are free from patent and latent defects and to warrant that all conditions imposed under the contract have been fully met by the Contractor/Supplier.

We hereby waive the necessity of your demanding the said debt from the Contractor/Supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until _____ or a minimum of one (1) year, whichever comes later.

SIGNATURE AND SEAL OF THE GUARANTOR

NAME OF BANK

ADDRESS

Form of Performance Security (Bank Guarantee)

To : **PHILIPPINE INTERNATIONAL TRADING CORPORATION**
National Development Company (NDC) Building
116 Tordesillas Street, Salcedo Village, 1227 Makati City

WHEREAS, *[insert name and address of Supplier]* (hereinafter called the "Supplier") has undertaken, in pursuance of Contract No. *[insert number]* dated *[insert date]* to execute *[insert name of contract and brief description]* (hereinafter called the "Contract");

AND WHEREAS, it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS, we have agreed to give the Supplier such a Bank Guarantee;

NOW THEREFORE, we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Supplier, up to a total of *[insert amount of guarantee]*¹ proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[insert amount of guarantee]* as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there under or of any of the Contract documents which may be made between you and the Supplier shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the date of your issuance of the Notice of Final Acceptance.

SIGNATURE AND SEAL OF THE GUARANTOR _____

NAME OF BANK _____

ADDRESS _____

DATE _____

¹ An amount is to be inserted by the Guarantor, representing the percentage of the Contract Price specified in the Contract.

SUPPLY AND DELIVERY OF VARIOUS BRAND NEW IT EQUIPMENT FOR THE PROFESSIONAL REGULATION COMMISSION (PRC)

**Bid Reference No.: GPG-B1-2021-001 REBID
(Previous Bid. Ref. No. GPG-B1-2019-261)**

Please Indicate Lot no/s. being bid	
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**CERTIFICATE OF NET FINANCIAL CONTRACTING CAPACITY
(Please show figures at how you arrived at the NFCC)**

This is to certify that our **Net Financial Contracting Capacity (NFCC)** is **Philippine Pesos** (₱ _____) which is at least equal to the total ceiling price we are bidding. The amount is computed as follows:

CA	=	Current Assets	₱
Less:			-
CL	=	Current Liabilities	
		Sub-Total 1	₱
			X 15
		Sub-Total 2	₱
Less:			-
C	=	value of all outstanding or uncompleted portions of the projects under on-going contracts, including awarded contracts yet to be started coinciding with the contract for this Project	₱
		NFCC	₱

Issued this _____ day of _____, 20__.

Name & Signature of Authorized Representative

Position

Date

Notes:

1. The values of the bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.
2. The value of all outstanding or uncompleted contracts refers to those listed in Annex I.
3. The detailed computation must be shown using the required formula provided above.
4. The NFCC computation must at least be equal to the ABC of the project.

CERTIFICATE OF PERFORMANCE EVALUATION

[To be issued by the Bidder's Single Largest Completed Contract/s per submitted Annex I-A with a rating of at least Very Satisfactory]

This is to certify that **(NAME OF BIDDER)** has supplied our company/agency with **(NAME OF PRODUCT/S)** . Based on our evaluation on timely delivery, compliance to specifications and performance, warranty and after sales service, we give **(NAME OF BIDDER)** a rating of:

- EXCELLENT
- VERY SATISFACTORY
- SATISFACTORY
- POOR

This Certification shall form part of the Technical Documentary Requirements in line with (Name of Bidder) participation for the **Supply and Delivery of Various Brand New IT Equipment for the Professional Regulation Commission (PRC)**.

Issued this _____ day of _____ 20__ in _____, Philippines

Name of Company (Bidder's Client)

Full Name of Authorized Representative

Address

Signature of Authorized Representative

Tel. No./Fax

E-mail Address

SUPPLY AND DELIVERY OF VARIOUS BRAND NEW IT EQUIPMENT FOR THE PROFESSIONAL REGULATION COMMISSION (PRC)

**Bid Reference No.: GPG-B1-2021-001 REBID
(Previous Bid. Ref. No. GPG-B1-2019-261)**

Bidder's Company Letterhead)

COMPANY PROFILE

COMPANY NAME : _____

ADDRESS : _____

HEAD OFFICE : _____

BRANCH : _____

TELEPHONE NUMBER/S : _____

HEAD OFFICE : _____

BRANCH : _____

FAX NUMBER/S : _____

HEAD OFFICE : _____

BRANCH : _____

E-mail Address/es : _____

NUMBER OF YEARS IN BUSINESS : _____

NUMBER OF EMPLOYEES : _____

LIST OF MAJOR STOCKHOLDERS : _____

LIST OF BOARD OF DIRECTORS : _____

LIST OF KEY PERSONNEL (NAME & DESIGNATION WITH SIGNATURE) AS AUTHORIZED CONTACT PERSONS FOR THIS PROJECT [at least THREE (3)] : _____

CERTIFIED CORRECT:

Name & Signature of Authorized Representative

Position

Date

