

**PHILIPPINE BIDDING DOCUMENTS**

**Procurement of  
ICT Software  
(PB 02-2024)**

**National Labor Relations Commission**

**Sixth Edition  
July 2020**

# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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# ***Glossary of Acronyms, Terms, and Abbreviations***

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

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

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

**EXW** – Ex works.

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

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

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

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

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

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

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

The Invitation to Bid (ITB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The ITB 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 ITB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the ITB 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 ITB should be incorporated in the Bidding Documents. The information contained in the ITB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



## Invitation to Bid for the Procurement of ICT Software FY 2024

1. The **National Labor Relations Commission**, through the **National Expenditure Program FY2024** intends to apply the sum of **SIX MILLION FORTY THOUSAND PESOS (Php6,040,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of ICT Software FY 2024 with details as follows:
  - a. Lot 1 - **Procurement of 224 Units Microsoft Office Productivity Suite Licenses for FY 2024, the sum of Three Million Three Hundred Sixty Thousand Pesos only (Php3,360,000.00);**
  - b. Lot 2 - **Procurement of Next-Generation Firewall for NLRC Central Office for FY 2024, the sum of One Million Pesos only (Php1,000,000.00); and**
  - c. Lot 3: **Procurement of 112 Units of Windows Operating System Software Licenses for FY2024, the sum of One Million Six Hundred Eighty Thousand Pesos only (Php1,680,000.00).**

Bids received in excess of the ABC for the respective Lots shall be automatically rejected at the bid opening.

2. The **National Labor Relations Commission** now invites bids for the above Procurement Project. Delivery of the Goods is required by **FY 2024**. Bidders should have completed, within **three (3) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "**pass/fail**" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
  - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from the **National Labor Relations Commission** and inspect the Bidding Documents at the address given below from **8am to 5pm, Mondays to Fridays, except holidays**.

5. A complete set of Bidding Documents may be acquired by interested Bidders on **October 9, 2023** from the given address and websites below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Ten Thousand Pesos (Php10,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees **in person or through electronic means**.

It may also be downloaded free of charge from the website of the **PhilGEPS** and the website of the **National Labor Relations Commission**, provided that the Bidder shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. The **National Labor Relations Commission** will hold a Pre-Bid Conference on **October 17, 2023, 11:00 am at Ben-Lor IT Center, 1184 Quezon Ave., Brgy. Paligsahan, Quezon City**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through **manual submission** at the office address indicated below as indicated below on or before **October 31, 2023 at 8:00 am**. 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 **October 31, 2023 at 11:00 am** at the given address below, with observance of health protocols such as wearing face masks, accomplishing contact tracing form prior to entry, and temperature checking upon entry. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. *With respect to the documentary requirements, the Committee shall accept any of the following:*
  - a. **Original or certified true copies** duly certified by the issuing agency; or
  - b. **Photocopies subject to verification** with the original during the opening of the bids.
11. The **National Labor Relations Commission** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

**MS. ALNA E. SAMONTAÑEZ / MR. JOSEPH LUIS B. MACAM**

*BAC Secretariat thru the Administrative Division*

*Ground Floor, Ben-Lor IT Center, 1184 Quezon Ave., Paligsahan, 1102 Quezon City  
nlrcbacsecretariat2023@gmail.com*

(02)8740-7733 / (02)8781-771  
ww.nlrc.dole.gov.ph; and/or

**Mr. CHRISTIAN ERICSON B. SORIANO**

*Research, Information and Publication Division (Planning, Performance Monitoring and Management Information)*

*1184 Ben-Lor Building, Quezon Avenue, Quezon City*

*8740-7730 / 09167863844*

*ripd@nlrc.dole.gov.ph / itech@nlrc.dole.gov.ph*

13. You may visit the following websites:

For downloading of Bidding Documents: ***www.nlrc.dole.gov.ph*** and/or ***the PhilGEPS website.***

**6 October 2023.**

**SGD.**

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**VILMA MARIA S. PLAN-BARRERA**

Labor Arbiter / Chairperson – Bids and Awards Committee

## ***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.

# Instruction to Bidders

## 1. Scope of Bid

The Procuring Entity, **National Labor Relations Commission**, wishes to receive Bids for the **Procurement of ICT Software FY 2024** with identification number **PB 02- 2024**.

The Procurement Project (referred to herein as “Project”) is composed of **three (3) 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 **FY 2024** in the amount of **Six Million Forty Thousand Pesos (Php6,040,000.00)**.

2.2. The source of funding is the **National Expenditure Program**.

## 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. 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 procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding that will defeat the purpose of public bidding: the Bidder should comply with the following requirements:
    - i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least ***fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies*** of the ABC for this Project; and
    - ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.
- 5.3. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

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

## 7. Subcontracts

The Procuring Entity has prescribed that ***subcontracting shall not be 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 should have been completed within **3 (three) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

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

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

## **12. Bid Prices**

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

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

### **13. Bid and Payment Currencies**

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

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

### **14. Bid Security**

14.1. The Bidder shall submit a ***Bid Securing Declaration*** 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 ***February 29, 2024***. 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 ITB. 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. 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.

19.3. The Project shall be awarded as follows:

***One Project having several items that shall be awarded as one contract.***

- 19.4. 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, the Bidder shall submit its ***latest income and business tax returns*** filed and paid through the BIR Electronic Filing and Payment System (eFPS) and ***other appropriate licenses and permits required by law*** and stated in the **BDS**.

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

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

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

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

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

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

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

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

# Bid Data Sheet

ITB Clause	Description
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> <li>a. <b>contracts providing ICT Software.</b></li> <li>b. completed within <b>three (3) years</b> prior to the deadline for the submission and receipt of bids.</li> </ol>
7.1	<b>Subcontracting shall not be allowed.</b>
10	<p><b>For Lot 2, as required in the Technical Specifications – Qualifications Requirements:</b></p> <ul style="list-style-type: none"> <li>• <b>At least one (1) Network Security Expert 4 – Cybersecurity Technical Certification</b></li> <li>• <b>At least one (1) Network Security Expert 7 – Cybersecurity Advanced Certification</b></li> </ul>
12	<b>The price of the Goods/Services shall be based on the current market prices and minimum wage orders and other relevant laws.</b>
14.1	<p>The bid security for <b>Lot 1</b> shall be in the form of a <b>Bid Securing Declaration</b>, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>a. The amount of not less than <b>Php67,200.00</b> (2% of the ABC), if bid security is in <b>cash, cashier’s/manager’s check, bank draft/guarantee</b> or irrevocable <b>letter of credit</b>; or</li> <li>b. The amount of not less than <b>Php168,000.00</b> (5% of the ABC), if bid security is in <b>Surety Bond</b>.</li> </ol> <p>The bid security for <b>Lot 2</b> shall be in the form of a <b>Bid Securing Declaration</b>, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>a. The amount of not less than <b>Php20,000.00</b> (2% of the ABC), if bid security is in <b>cash, cashier’s/manager’s check, bank draft/guarantee</b> or irrevocable <b>letter of credit</b>; or</li> <li>b. The amount of not less than <b>Php50,000.00</b> (5% of the ABC), if bid security is in <b>Surety Bond</b>.</li> </ol> <p>The bid security for <b>Lot 3</b> shall be in the form of a <b>Bid Securing Declaration</b>, or any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>a. The amount of not less than <b>Php33,600.00</b> (2% of the ABC), if bid security is in <b>cash, cashier’s/manager’s check, bank draft/guarantee</b> or irrevocable <b>letter of credit</b>; or</li> <li>b. The amount of not less than <b>Php84,000.00</b> (5% of the ABC), if bid security is in <b>Surety Bond</b>.</li> </ol>

15	The bidder shall be required to submit <b>seven (7) hard copies</b> of the first and second component of its Bid.
19.3	The Project shall be awarded in <b>three (3) lots</b> .
20.1	<p>Within a non-extendible period of <b>five (5) calendar days</b> from receipt by the Bidder of the notice from the BAC-TWG that it submitted the Lowest Calculated Bid, the bidder shall submit its <b>latest income and business tax returns</b> filed and paid through the BIR Electronic Filing and Payment System (eFPS) and <b>other appropriate licenses and permits</b> required by law and stated in the BDS.</p> <p><b>Non-submission of the said documents during the submission of bids shall not render the Bid non-responsive and shall not be a ground of disqualification. But the same shall be submitted during the post-qualification.</b></p>
21.2	<b>No additional requirement.</b>

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

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

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

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

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

# 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. 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**

5.1 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.

5.2 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	Description
1	<i>No additional requirements for the completion of the Contract.</i>
2.2	<i>Payment shall be made thirty (30) days after the completion of the delivery, and Issuance of Certificate of Inspection and Acceptance by the NLRC Technical Inspection Committee.</i>
4	<p>The inspections and tests that will be conducted are:</p> <ol style="list-style-type: none"> <li>1. <i>Conduct of ocular inspection at the official business address;</i></li> <li>2. <i>Examination of documents to verify the validity of the submitted Technical Documents; and</i></li> <li>3. <i>Others that may be necessary to the TWG in their preparation of the Post Qualification Report.</i></li> <li>4. <i>BAC-TWG shall coordinate with the winning bidder relative to other requirements and procedures regarding inspections and test.</i></li> </ol>

## ***Section VI. Schedule of Requirements***

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

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
<b><i>LOT 1</i></b>	<b><i>PROCUREMENT OF 224 UNITS MICROSOFT OFFICE PRODUCTIVITY SUITE LICENSES FOR FY 2024</i></b>			
<b><i>LOT 2</i></b>	<b><i>PROCUREMENT OF NEXT-GENERATION FIREWALL FOR NLRC CENTRAL OFFICE FOR FY 2024</i></b>			
<b><i>LOT 3</i></b>	<b><i>PROCUREMENT OF 112 UNITS OF WINDOWS OPERATING SYSTEM SOFTWARE LICENSES FOR FY2024</i></b>			

***Note: Winning bidder shall undertake to provide all the requirements indicated under the Technical specifications.***

## ***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

## Lot 1 - PROCUREMENT OF 224 UNITS MICROSOFT OFFICE PRODUCTIVITY SUITE LICENSES FOR FY2024

### I. RATIONALE

To provide software provisions, particularly office productivity software licenses for the performance of office tasks.

### II. SCOPE OF WORK

- A. The procurement involves the provision of **224 units** of Microsoft Office Productivity Suite Licenses.
- B. The procurement shall include the supply of installation media and software license keys at point of delivery (NLRC Central Office) or electronic communication ([itech@nlrc.dole.gov.ph](mailto:itech@nlrc.dole.gov.ph) email address).
- C. The delivery period is thirty (30) calendar days from receipt of the Notice to Proceed.

### III. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **THREE MILLION AND THREE HUNDRED SIXTY THOUSAND PESOS (Php 3,360,000.00)** inclusive of all applicable government taxes and charges.

### IV. QUALIFICATION REQUIREMENTS

The Bidder must be operating in Information Technology (IT) Hardware & Software Supplies for at least **three (3) years** and must submit, as part of their bid, their PhilGEPS Certificate of Registration or Membership.

### V. DUTIES AND RESPONSIBILITIES OF THE CONTRACTOR/SUPPLIER

The Supplier shall comply with the following obligations:

- A. Supply and delivery of **224 units Microsoft Office Productivity Suite License** with the following minimum requirement:

<b>Version</b>	- 2021 or later
<b>Edition</b>	- Standard or higher
<b>Language</b>	- English U.S.
<b>Architecture</b>	- X64
<b>Others</b>	- <b>Perpetual</b> License (Not Office 365)

- B. Provide at least one (1) installation media;
- C. The Winning bidder shall post a performance security in favor of NLRC, in an amount equivalent to the percentage of the total contract price as provided for in Section 14 of the Instruction to Bidders that can be withdrawn only after the issuance of the final certificate of acceptance. A warranty security equivalent to 10% of the contract price shall be provided by the winning bidder that can be withdrawn after the lapse of the warranty period.

## **VI. RESPONSIBILITIES OF PROCURING ENTITY**

- A. Grant access to any authorized representative/s of the Supplier to NLRC premises to perform its obligations as accompanied by Data Center personnel;
- B. Reject any system or service thereof that fails to pass any test and/or inspection or does not conform to the specifications;
- C. Report the problem on the system or service to the Supplier for appropriate action; and,
- D. Pay the Supplier in accordance with Section VII hereof.

## **VII. MODE OF PAYMENT**

Payments shall be made **thirty (30) days** after completion of the delivery, and issuance of Certificate of Inspection and Acceptance.

## **VIII. LIQUIDATED DAMAGES**

- A. In case of delay in the delivery of expected units, the applicable rate shall be one-tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of the delay.
- B. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the maximum is reached, the Procuring Entity may rescind or terminate the Contract without prejudice to other courses of action and remedies open to it.

## **IX. FOR INQUIRIES:**

For any inquiry of information about these Terms of Reference, please contact:

**RESEARCH, INFORMATION AND PUBLICATION DIVISION  
(PLANNING, PERFORMANCE MONITORING AND  
MANAGEMENT INFORMATION)  
NATIONAL LABOR RELATIONS COMMISSION  
1184 Ben-Lor Building, Quezon Avenue, Quezon City  
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**CONTACT PERSON – CHRISTIAN ERICSON B. SORIANO**

Mobile No.: 09167863844

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## Lot 2 - PROCUREMENT OF NEXT-GENERATION FIREWALL FOR NLRC CENTRAL OFFICE FOR FY 2024

### I. RATIONALE

With the expansion of the National Labor Relations Commission's programs and services by adoption of online-based services. The necessity for a next-generation firewall solution that will provide a secure and scalable environment is recommended.

### II. SCOPE OF WORK

- A. The procurement involves the purchase of a Next-Generation Firewall.
- B. The procurement shall include all applicable licenses, warranties, and support services.
- C. The firewall will be deployed on the premises of the National Labor Relations Commission (NLRC) Central Office.
- D. Full supply, delivery, and installation within **Forty-Five (45) calendar days** from receipt of the Notice to Proceed (NTP).

### III. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **ONE MILLION PESOS (Php 1,000,000.00)** inclusive of all applicable government taxes and charges.

### IV. QUALIFICATION REQUIREMENTS

The Supplier shall be a firm with a proven track record in Information Technology-related projects with the following qualifications:

- The supplier must be legally registered with **at least 3 years** of experience in the supply and installation of firewall with licenses and other information technology equipment.
- **At least 3 years** of experience in IT-related government and/or private projects.
- Show considerable experience in design, development, deployment, and provision of technical support for firewall installations and configurations.
- Be able to provide a team of experts with skills and experience in the design, development, deployment, implementation, user training, and technical support of firewall installations and configurations.
- Preferred that they are experienced with dealing and engaging government agencies.
- **At least 1 NSE4 – Cybersecurity Technical Certification**
- **At least 1 NSE7 – Cybersecurity Advanced Certification**
- PhilGEPS Certificate of Registration or Membership.

**V. DUTIES AND RESPONSIBILITIES OF THE CONTRACTOR/SUPPLIER**

The Supplier shall comply with the following obligations:

A. Supply and delivery of Next-Generation Firewall Appliance with the following minimum technical specifications:

<b>TECHNICAL SPECIFICATIONS</b>		
No.	Requirement	Qty.
1	Firewall Hardware  Interface: <ul style="list-style-type: none"> <li>• 6x GE RJ45</li> <li>• 2x Small Form-factor Pluggable (SPF)</li> <li>• 1x available Network Interface Card (NIC) slot</li> <li>• 64GB SSD</li> </ul> System Performance: <ul style="list-style-type: none"> <li>• Firewall Throughput: 12 Gbps</li> <li>• Threat Prevention Throughput: 4.2 Gbps</li> </ul>	1 unit
2	Firewall Subscription <ul style="list-style-type: none"> <li>• URL Filtering</li> <li>• Application Control</li> <li>• Intrusion Prevention System (IPS)</li> <li>• Risk Assessment</li> </ul>	2 years

B. The Firewall must be ready within forty-five (45) days from the date of issuance of the Notice to Proceed (NTP);

C. The Winning bidder shall post a performance security in favor of NLRC, in an amount equivalent to the percentage of the total contract price as provided for in Section 14 of the Instruction to Bidders that can be withdrawn only after the issuance of the final certificate of acceptance. A warranty security equivalent to 10% of the contract price shall be provided by the winning bidder that can be withdrawn after the lapse of the warranty period.

D. Conduct of User Acceptance Testing (UAT) as follows:

1. Submission of all documentation before conduct of UAT;
2. Revision of documents as per initial UAT;
3. Issuance of Certificate of User Acceptance upon completion of UAT.

**VI. RESPONSIBILITIES OF PROCURING ENTITY**

- A. Grant access to any authorized representative/s of the Supplier to NLRC premises to perform its obligations as accompanied by Data Center personnel;
- B. Reject any system or service thereof that fails to pass any test and/or inspection or does not conform to the specifications;
- C. Report the problem on the system or service to the Supplier for appropriate action; and,
- D. Pay the Supplier in accordance with Section VII hereof.

## **VII. MODE OF PAYMENT**

- Initial payment of Fifteen Percent (15%) of the total contract price shall be paid upon signing of contract.
- Remaining Eighty-Five Percent (85%) of the total contract price shall be made thirty (30) days after completion of the delivery, and issuance of Certificate of Inspection and Acceptance.

## **VIII. WARRANTY SUPPORT**

- A. The warranty period shall be for a period of **two (2) years** and shall commence upon formal completion and acceptance of the project deliverables.
- B. The Service Provider is required to resolve any and all system errors, problems, flaws, deficiencies in functionalities, among others, that may be uncovered during the warranty period.
- C. Maintenance includes license installation/renewal of all firewall security services, firmware updates, software patches, and/or driver updates both for minor and major releases, if applicable.
- D. The service provider shall provide scheduled technical support in person or by electronic means to resolve technical and other related issues in accordance with the contract agreement/service level agreement (SLA).
- E. Resolution can be provided through telephone, electronic, and/or on-site solutions. Resolution refers to a condition wherein the reported problem is resolved by the Bidder to the satisfaction of the end-user.

## **IX. LIQUIDATED DAMAGES**

- A. In case of failure to satisfactorily perform the services within the contract period inclusive of duly granted time extensions if any, the Procuring Entity shall, without prejudice to its other remedies under the law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual performance.

B. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the maximum is reached, the Procuring Entity may rescind or terminate the Contract without prejudice to other courses of action and remedies open to it.

**X. FOR INQUIRIES:**

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**CONTACT PERSON – CHRISTIAN ERICSON B. SORIANO**

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## Lot 3 - PROCUREMENT OF 112 UNITS WINDOWS OPERATING SYSTEM SOFTWARE LICENSES FOR FY2024

### I. RATIONALE

To provide software provisions, particularly system software licenses for the operation of computer units used in the performance of office tasks.

### II. SCOPE OF WORK

A. The procurement involves the provision of **112 units of Windows Operating System Licenses**.

B. The procurement shall include the supply of installation media and software license keys at point of delivery (NLRC Central Office) or electronic communication ([itech@nlrc.dole.gov.ph](mailto:itech@nlrc.dole.gov.ph) email address).

C. The delivery period is **thirty (30) calendar days** from receipt of the Notice to Proceed.

### III. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **ONE MILLION AND SIX HUNDRED EIGHTY THOUSAND PESOS (₱1,680,000.00)** inclusive of all applicable government taxes and charges.

### IV. QUALIFICATION REQUIREMENTS

The Bidder must be operating in Information Technology (IT) Hardware & Software Supplies for at least three (3) years and must submit, as part of their bid, their PhilGEPS Certificate of Registration or Membership.

### V. DUTIES AND RESPONSIBILITIES OF THE CONTRACTOR/SUPPLIER

The Supplier shall comply with the following obligations:

A. Supply and delivery of **112 units Windows Operating System Software License** with the following minimum requirement:

<b>Version</b>	- Windows 10
<b>Edition</b>	- Professional
<b>Language</b>	- English U.S.
<b>Architecture</b>	- X64

B. Provide at least one (1) installation media;

C. The Winning bidder shall post a performance security in favor of NLRC, in an amount equivalent to the percentage of the total contract price as provided for in Section 14 of the Instruction to Bidders that can be withdrawn only after the issuance of the final certificate of acceptance. A warranty

security equivalent to 10% of the contract price shall be provided by the winning bidder that can be withdrawn after the lapse of the warranty period.

**VI. RESPONSIBILITIES OF PROCURING ENTITY**

- A. Grant access to any authorized representative/s of the Supplier to NLRC premises to perform its obligations as accompanied by Data Center personnel;
- B. Reject any system or service thereof that fails to pass any test and/or inspection or does not conform to the specifications;
- C. Report the problem on the system or service to the Supplier for appropriate action; and,
- D. Pay the Supplier in accordance with Section VII hereof.

**VII. MODE OF PAYMENT**

Payments shall be made thirty (30) days after completion of the delivery, and issuance of Certificate of Inspection and Acceptance.

**VIII. LIQUIDATED DAMAGES**

- A. In case of delay in the delivery of expected units, the applicable rate shall be one-tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of the delay.
- B. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the maximum is reached, the Procuring Entity may rescind or terminate the Contract without prejudice to other courses of action and remedies open to it.

**IX. FOR INQUIRIES:**

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## ***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.

# PROCUREMENT OF ICT SOFTWARE FY 2024

## Lot 1 - Procurement of 224 Units Microsoft Office Productivity Suite Licenses for FY 2024

### *Checklist of Technical and Financial Documents*

#### I. TECHNICAL COMPONENT ENVELOPE

##### **CLASS "A" DOCUMENTS**

##### **Legal Documents**

	(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); <u>or</u> 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, <b><u>and</u></b>
	(b) 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; <b><u>and</u></b>
	(c) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

##### **Technical Documents**

	(d) 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; <b><u>and</u></b>
	(e) 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; <b><u>and</u></b>
	(f) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; <u>or</u> Original copy of Notarized Bid Securing Declaration; <b><u>and</u></b>
	(g) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; <b><u>and</u></b>
	(h) Original duly signed Omnibus Sworn Statement (OSS);

	<p><b><u>and</u></b>  <i>if applicable</i>, 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.</p>
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**Financial Documents**

	<p>(i) 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; <b><u>and</u></b></p>
	<p>(j) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC);  <b><u>or</u></b> A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.</p>

**CLASS “B” DOCUMENTS**

	<p>(k) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;</p>
	<p><b><u>or</u></b> 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.</p>

**II. FINANCIAL COMPONENT ENVELOPE**

	<p>(l) Original of duly signed and accomplished Financial Bid Form;  <b><u>and</u></b></p>
	<p>(m) Original of duly signed and accomplished Price Schedule(s).</p>

**III. OTHER DOCUMENTARY REQUIREMENTS UNDER RA NO. 9184 (AS APPLICABLE)**

	<p>(n) <i>[For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos]</i> 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.</p>
	<p>(o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.</p>

Checked by: \_\_\_\_\_

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

# PROCUREMENT OF ICT SOFTWARE FY 2024

## Lot 2 - Procurement of Next-Generation Firewall for NLRC Central

### *Checklist of Technical and Financial Documents*

#### IV. TECHNICAL COMPONENT ENVELOPE

##### **CLASS "A" DOCUMENTS**

##### **Legal Documents**

	(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); <b>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, <b>and</b>
	(b) 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; <b>and</b>
	(c) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

##### **Technical Documents**

	(d) 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; <b>and</b>
	(e) 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; <b>and</b>
	(f) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; <b>or</b> Original copy of Notarized Bid Securing Declaration; <b>and</b>
	(g) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; <b>and</b>
	(h) Original duly signed Omnibus Sworn Statement (OSS); <b>and</b>

	<i>if applicable</i> , 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.
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**Financial Documents**

	(i) 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; <b>and</b>
	(j) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC); <b>or</b> A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

**CLASS “B” DOCUMENTS**

	(k) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
	<b>or</b> 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.

**V. FINANCIAL COMPONENT ENVELOPE**

	(l) Original of duly signed and accomplished Financial Bid Form; <b>and</b>
	(m) Original of duly signed and accomplished Price Schedule(s).

**VI. OTHER DOCUMENTARY REQUIREMENTS UNDER RA NO. 9184 (AS APPLICABLE)**

	(n) <i>[For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos]</i> 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.

Checked by: \_\_\_\_\_

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

**PROCUREMENT OF ICT SOFTWARE FY 2024**  
**Lot 3: Procurement of 112 Units of Windows Operating System**  
**Software Licenses for FY2024**

***Checklist of Technical and Financial Documents***

**VII. TECHNICAL COMPONENT ENVELOPE**

**CLASS "A" DOCUMENTS**

***Legal Documents***

	(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); <b><u>or</u></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, <b><u>and</u></b>
	(b) 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; <b><u>and</u></b>
	(c) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

***Technical Documents***

	(d) 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; <b><u>and</u></b>
	(e) 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; <b><u>and</u></b>
	(f) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; <b><u>or</u></b> Original copy of Notarized Bid Securing Declaration; <b><u>and</u></b>
	(g) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; <b><u>and</u></b>
	(h) Original duly signed Omnibus Sworn Statement (OSS); <b><u>and</u></b>

	<i>if applicable</i> , 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.
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**Financial Documents**

	(i) 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; <b>and</b>
	(j) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC); <b>or</b> A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

**CLASS “B” DOCUMENTS**

	(k) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
	<b>or</b> 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.

**VIII. FINANCIAL COMPONENT ENVELOPE**

	(l) Original of duly signed and accomplished Financial Bid Form; <b>and</b>
	(m) Original of duly signed and accomplished Price Schedule(s).

**IX. OTHER DOCUMENTARY REQUIREMENTS UNDER RA NO. 9184 (AS APPLICABLE)**

	(n) <i>[For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos]</i> 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.

Checked by: \_\_\_\_\_

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

## ***Section IX. Bidding Forms***

# Bid Form

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Date: \_\_\_\_\_  
Invitation to Bid No.: \_\_\_\_\_

To: **BIDS AND AWARDS COMMITTEE**  
NATIONAL LABOR RELATIONS COMMISSION  
Ben-Lor IT Center, 1184 Quezon Ave., Paligsahan,  
1102 Quezon City

Gentlemen and Ladies:

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

If our Bid is accepted, we undertake:

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

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

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

Name and address Amount and Purpose of  
of agent Currency Commission or gratuity

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(if none, state "None") ]

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

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

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

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

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

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

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

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

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

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

# Contract Agreement Form for the Procurement of ICT Software FY 2024

*[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]*

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## CONTRACT AGREEMENT

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between NATIONAL LABOR RELATIONS COMMISSION 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 PROCUREMENT OF ICT Software FY 2024 and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures in specified currency]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
  - i. Philippine Bidding Documents (PBDs);
    - i. Schedule of Requirements;
    - ii. Technical Specifications;
    - iii. General and Special Conditions of Contract; and
    - iv. Supplemental or Bid Bulletins, if any
  - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;  
  
Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
  - iii. Performance Security;
  - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
  - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB**

**that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

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

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

*[Insert Name and Signature]*

*[Insert Name and Signature]*

*[Insert Signatory's Legal Capacity]*

*[Insert Signatory's Legal Capacity]*

*for:*

*for:*

*[Insert Procuring Entity]*

*[Insert Name of Supplier]*

#### **Acknowledgment**

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

# Omnibus Sworn Statement

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

## AFFIDAVIT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# Bid Securing Declaration Form

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

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

**To:** **BIDS AND AWARDS COMMITTEE**  
NATIONAL LABOR RELATIONS COMMISSION  
Ben-Lor IT Center, 1184 Quezon Ave., Paligsahan,  
1102 Quezon City

I/We<sup>1</sup>, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
  - (c) I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

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<sup>1</sup> Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]

[Insert Signatory's Legal Capacity]

Affiant

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

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

**NAME OF NOTARY PUBLIC**

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

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

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

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

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

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

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

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

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

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

