

**NOTICE FOR NEGOTIATED PROCUREMENT**  
**(Negotiated Procurement Due to Two-Failed Biddings)**

**SUBSCRIPTION OF MANAGED ELECTRONIC MAIL (EMAIL)**  
**SERVICES WITH VIDEO CONFERENCING SOLUTION**  
**FOR DSWD**

— DSWD NNP No. 20-TFB-002 —  
(PR No. 2019121828)

1. The **Department of Social Welfare and Development (DSWD)**, through the **DSWD Funds**, intends to apply the sum of **Twenty-Six Million Pesos (PHP 26,000,000.00)**, being the Approved Budget for the Contract (ABC) to payments under the contract for the **Subscription of Managed Electronic Mail (Email) Services with Video Conferencing Solution for DSWD**.
2. The DSWD now invites technically, legally, and financially capable service providers for the above-mentioned goods and services. *(Please refer to the Annexes for the submission of documents.)*
3. The procurement procedure that will be adopted is Negotiated Procurement considering that there has been two failure of biddings pursuant to Section 53.1 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (R.A. 9184), otherwise known as the Government Procurement Reform Act (GPRA).

The procurement is restricted to Filipino citizens/sole proprietorships, 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 R.A. 5183.

The Bids and Awards Committee (BAC) will engage in negotiation with a sufficient number of service providers to ensure effective competition. **The selection of the successful offers shall be based on the best and final offer that will be submitted on a specified date, which could meet the DSWD's minimum technical requirements and does not exceed the ABC.**

4. Interested Service Providers may obtain further information from the **BAC Secretariat** at the address given below from **Monday to Friday at 08:00 AM to 05:00 PM**.
5. The deadline for the submission of quotations/proposals is on **10 June 2020, 09:00 AM** which shall be delivered at the **BAC Secretariat Office, Ground Floor, DSWD Central Office, IBP Road, Constitution Hills, Quezon City**. **Late quotations/proposals shall not be accepted.**

6. The opening of quotations/proposals shall be on **10 June 2020, 10:30 AM**, to be held at the **Katapatan Conference Room (Boardroom), 4/F Magiliw Building, DSWD Central Office, IBP Road, Constitution Hills, Quezon City**.
7. The DSWD reserves the right to accept or reject any proposal and to annul the procurement process at any time prior to contract award, without thereby incurring any liability to the affected suppliers.

**THE CHAIRPERSON**

DSWD Bids and Awards Committee

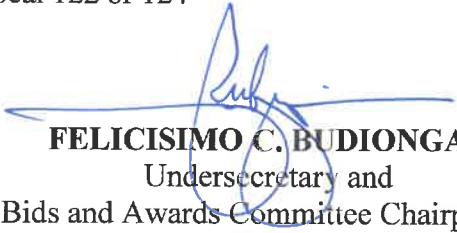
c/o BAC Secretariat

Ground Floor, DSWD Central Office

IBP Road, Constitution Hills, Quezon City

Fax No. (02) 931-6139

Telephone Nos. (02) 931-8101 to 07 Local 122 or 124



**FELICISIMO C. BUDIONGAN**  
Undersecretary and  
Bids and Awards Committee Chairperson

# Schedule of Requirements

## Subscription of Managed Electronic Mail (Email) Services with Video Conferencing Solution for DSWD

Particulars	Quantity	Components
Electronic Mail (Email) Service Subscription	500 Users	Unlimited Storage Capacity (Business GSuite)
	8,500 Users	At least 30-GB Storage Capacity (Basic GSuite)
Supply, delivery, installation and configuration of Video Conferencing Solution	7 sets	Video Conferencing Solution for DSWD-Central Office
	16 sets	Video Conferencing Solution for Field Offices

### Timeline/Schedule of Deliverables:

- Submission of Project Management Plan – Ten (10) calendar days upon receipt of Notice to Proceed (NTP);
- Installation/Implementation: Thirty (30) calendar days upon receipt of NTP;
- Service Subscription and Support Coverage – one (1) year or until 31 December 2020.
- The following are the schedule of deliverables and corresponding inclusion dates committed to this project:

Activity	Week 1	Week 2	Week 3	Week 4
Initiation and kick-off (project and technical)				
Deployment and training preparation				
Publish communication templates				
Domain setup and user account provisioning				
Email security and domain settings configuration				
Delivery and assembly of Video Conferencing Solution				
Setup and configuration of Video Conferencing Solution				
License activation of Video Conferencing Solution				
End user and IT admin training				

Stability, acceptance and closeout				
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**Terms of Payment:**

<b>Deliverables/ Output</b>	<b>Timelines</b>	<b>Payment</b>
<b>Milestones 1: Kick Off Meeting</b> <ul style="list-style-type: none"> <li>• Project Description</li> <li>• Deliverables</li> <li>• Implementation Overview</li> <li>• Scope of Work</li> <li>• Communication Plan (Team Organizations)</li> <li>• Project Schedule High-Level</li> <li>• Project Activity / Breakdown</li> <li>• Risk Assessment</li> <li>• Project Prerequisites</li> <li>• Minutes of the Meeting</li> <li>• Technical Support Process / Escalation</li> </ul>	Fifteen (15) calendar days from receipt of NTP	10% of the Total Contract Price (TCP)
<b>Milestone 2:</b> 500 Email Accounts with unlimited storage outright activation of account <ul style="list-style-type: none"> <li>• Business G-Suite with unlimited storage for each user</li> </ul>	Thirty (30) calendar days from receipt of NTP	10% of the TCP
<b>Milestone 3:</b> 8,500 Email Accounts with unlimited storage outright activation of account <ul style="list-style-type: none"> <li>• Business G-Suite with 30Gb storage for each user</li> </ul>	Thirty (30) calendar days from receipt of NTP	70% of the TCP
<b>Milestone 4:</b> <ul style="list-style-type: none"> <li>• 23 sets of Video Conferencing Devices</li> </ul>	Thirty (30) calendar days from receipt of NTP	10% of the TCP

- Processing of payment shall be completed within fifteen (15) to thirty (30) calendar days upon completion of all supporting documents.

**Delivery Sites:**

<b>DSWD OFFICES</b>	<b>ADDRESS</b>
DSWD Central Office	IBP Road, Batasan Pambansa Complex, Constitution Hills, Quezon City
NROC	Chapel Road, Ninoy Aquino International Airport, Pasay City
SWADCAP	DSWD Pasong Tamo Extension, Taguig, Metro Manila
FO1	DSWD Field Office I, Quezon Ave., San Fernando City, La Union
FO2	3 Pagayaya Street, Regional Government Center, Carig Sur, Tuguegarao City

FO3	DSWD Field Office III, San Fernando, Pampanga
FO4-A	DSWD Field Office IV-A, Alabang, Muntinlupa City
FO4-B	DSWD Field Office IV-B, 1680 F. T. Benitez St., Malate, Manila
FO5	DSWD Field Office V, Buraguis, Legazpi City, Albay
FO6	DSWD Field Office VI, M. H. del Pilar St., Molo, Iloilo City
FO7	DSWD Field Office VII, Cuenco St. Cor. Maxilom Ave., Cebu City
FO8	Field Office VIII, Magsaysay Ave., Tacloban City, Leyte
FO9	DSWD Field Office IX, Gen. Alvarez Street, Zamboanga City, Zamboanga del Sur
FO10	DSWD Field Office X, Mastersons Ave, Upper Carmen, Cagayan De Oro City, Misamis Oriental
FO11	DSWD Field Office XI, Suazo St. cor. Magsaysay Ave., Davao City, Davao del Sur
FO12	DSWD Field Office XII, Purok Bumanaag, Brgy Zone 3, Koronadal City, South Cotabato
FO NCR	DSWD Field Office NCR, Corner San Rafael Legarda Street, Sampaloc, Manila
FO CAR	DSWD Field Office CAR, 40 North Drive, Baguio City, Benguet
FO CARAGA	DSWD Field Office CARAGA, Capitol Site, Butuan City, Agusan del Norte

Name of Bidder: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

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

**\*\*\*THIS DOCUMENT MUST BE ATTACHED TO THE  
TECHNICAL SPECIFICATIONS\*\*\***

# Technical Specifications

## Subscription of Managed Electronic Mail (Email) Services with Video Conferencing Solution for DSWD

DSWD Specifications	Bidder's Specifications <sup>1</sup>
<p><b>Subscription of Managed Electronic Mail (Email) Services with Video Conferencing Solution for DSWD</b></p> <p><b>1. PROJECT SCOPE:</b></p> <p><b>1.1. EMAIL SERVICE SUBSCRIPTION</b></p> <p><b>1.1.1. UNLIMITED STORAGE CAPACITY (BUSINESS GSUITE)</b></p> <p>1.1.1.1. Number of Users: 500 Users</p> <p>1.1.1.1.1. Deployment stage: 500 users outright activation</p> <p>1.1.1.2. Service Coverage:</p> <p>1.1.1.2.1. Unlimited storage capacity for Mail and On-Cloud Storage</p> <p>1.1.1.2.2. Calendar</p> <p>1.1.1.2.3. Offline Email</p> <p>1.1.1.2.4. Single Sign-On Integration</p> <p>1.1.1.2.5. Productivity and Collaboration Tools:</p> <p>1.1.1.2.5.1. Word Processing Application</p> <p>1.1.1.2.5.2. Presentation Application</p> <p>1.1.1.2.5.3. Spreadsheet Application</p> <p>1.1.1.2.5.4. Business Forms Application</p>	<p>Brand:</p> <p>Model:</p> <p>Detailed Specifications:</p>

<sup>1</sup> **IMPORTANT NOTE:** Detailed specifications must be provided. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution.

1.1.1.2.5.5. Notes Management Application

1.1.1.2.5.6. Diagram Application

1.1.1.2.5.7. File-sharing Platform

1.1.1.2.5.8. Full platform accessibility across any device running on all major desktop and mobile operating systems

1.1.1.2.5.9. Real-time desktop and mobile collaboration

1.1.1.2.5.10. Cloud Saving

1.1.1.2.5.11. Offline Editing

1.1.1.2.5.12. File Import, Export and Conversion Feature

1.1.1.2.6. Internet Conferencing and Social Tools

1.1.1.2.6.1. Instant Messaging

1.1.1.2.6.2. Screen Sharing

1.1.1.2.6.3. Desktop and Mobile Video Conference

1.1.1.2.6.4. Video Live Streaming

1.1.1.2.7. Security

1.1.1.2.7.1. Anti-Spam and Antivirus

1.1.1.2.7.2. SSL Encryption

1.1.1.2.7.3. Multi-Factor Authentication (Two-factor authentication, end-to-end encryption, mandatory password strength)

1.1.1.2.7.4. ISO 27018, ISO 27017, ISO 27001, ISO SOC 2/3 and SSAE 16/ISAE 3402 Type II Certified

1.1.1.2.8. Administration

1.1.1.2.8.1. Management Console for all end users and devices

1.1.1.2.8.2. Manage, retain, search and export emails for archiving and legal hold

requirements

1.1.1.2.9. Automated Data Backup

1.1.1.2.9.1. Automated Backup

1.1.1.2.9.2. Data exporting capability

1.1.1.2.10. Must be compatible with the existing DSWD.GOV.PH Domain of DSWD to ensure the smooth migration of mailboxes to the new facility

**1.1.2. AT LEAST 30-GB STORAGE CAPACITY (BASIC GSUITE)**

1.1.2.1. Number of Users: 8,500 Users

1.1.2.2. All of the 8,500 email addresses for users need to be deployed outright

1.1.2.3. Service Coverage

1.1.2.3.1. At least 30-GB storage capacity for Mail and On-Cloud Storage

1.1.2.3.2. Calendar

1.1.2.3.3. Offline Email

1.1.2.3.4. Single Sign-On Integration

1.1.2.3.5. Productivity and Collaboration Tools

1.1.2.3.5.1. Word Processing Application

1.1.2.3.5.2. Presentation Application

1.1.2.3.5.3. Spreadsheet Application

1.1.2.3.5.4. Business Forms Application

1.1.2.3.5.5. Notes Management Application

1.1.2.3.5.6. Diagram Application

1.1.2.3.5.7. File-sharing Platform

1.1.2.3.5.8. Full platform accessibility across any device running on all major desktop and mobile operating systems

1.1.2.3.5.9. Real-time desktop and mobile



collaboration

1.1.2.3.5.10. Cloud Saving

1.1.2.3.5.11. Offline Editing

1.1.2.3.5.12. File Import, Export and Conversion Feature

1.1.2.4. Internet Conferencing and Social Tools

1.1.2.4.1. Instant messaging

1.1.2.4.2. Screen sharing

1.1.2.4.3. Desktop and mobile video conference

1.1.2.4.4. Video live streaming

1.1.2.5. Security

1.1.2.5.1. Anti-Spam and Antivirus

1.1.2.5.2. SSL encryption

1.1.2.5.3. Multi-factor authentication (Two-factor authentication, end-to-end encryption, mandatory password strength)

1.1.2.5.4. ISO 27018, ISO 27017, ISO 27001, ISO SOC 2/3 and SSAE 16/ISAE 3402 Type II Certified

1.1.2.6. Administration management console for all end users and devices

1.1.2.7. Data Backup and Egress

1.1.2.7.1. Automated backup

1.1.2.7.2. Data exporting capability

1.1.2.8. Must be compatible with the existing DSWD.GOV.PH Domain of DSWD to ensure the smooth migration of mailboxes to the new facility

## **1.2. VIDEO CONFERENCING SOLUTION**

### **1.2.1. SERVICE COVERAGE**

1.2.1.1. The Service provider shall provide free use of videoconferencing solution for DSWD

Central and Field Offices:

1.2.1.1.1. 7 sets for Central Office

1.2.1.1.2. 16 sets for Field Offices

1.2.1.2. The Service Provider shall provide free installation, configuration and orientation of video conferencing solution in the delivery sites (see Annex "A" for the addresses).

1.2.1.3. The Service Provider shall include free licenses required for the solution to work and to be integrated in the email service indicated above.

1.2.1.4. The Service Provider shall ensure that the following Service Level Agreement (SLA) is achieved:

1.2.1.4.1. Initial response time via SMS, Call, or Email shall be 60 minutes after the issue is reported/raised.

1.2.1.4.2. Issue resolution that can be supported remotely shall be a maximum of 4 hours.

1.2.1.4.3. Response time for on-site support shall be Next Business Day after the issue is reported/raised specifically for implementations within Metro Manila. Implementations outside Metro will require on-site support within 3 Business Days.

1.2.1.4.4. Hardware with corresponding warranties that are reported with issue shall require pull-out with the following period of time:

1.2.1.4.4.1. Central Office: 1-2 Business Days

1.2.1.4.4.2. Field Offices: 2-3 Business Days

**1.2.2. FUNCTIONAL REQUIREMENTS**

1.2.2.1. The Video Conferencing Solution must have a management console for centrally manage the Video Conferencing Devices.

1.2.2.2. The Video Conferencing Solution must be able to allow public users/participants to join

the video conference meeting.

1.2.2.3. The video conferencing devices must be included as conferencing option in creating calendar events in DSWD.GOV.PH Email Domain.

### 1.2.3. TECHNICAL SPECIFICATIONS

#### 1.2.3.1. Central Office

1.2.3.1.1. Video Conferencing Solution for Standard Room (7 Sets; See Sample Solution, I. Video Conferencing Equipment for Standard Rooms)

##### 1.2.3.1.1.1. Video Conferencing CPU

1.2.3.1.1.1.1. Operating System : Must be Compatible with DSWD.GOV.PH Email Domain (Google)

1.2.3.1.1.1.2. Processor : At least 5th generation Intel Core i7 5500U (2 Core, 2.40GHz, 4 MB)

1.2.3.1.1.1.3. Memory: At least 4GB DDR3

1.2.3.1.1.1.4. Storage : At least 16GB SSD

1.2.3.1.1.1.5. Graphics : Intel HD Graphics 5500

1.2.3.1.1.1.6. Wireless Connection: WiFi 802.11 a/b/g/n/ac

: Bluetooth 4.0

1.2.3.1.1.1.7. Ports : At least 4 USB 3.0

: At least 1 Gigabit Ethernet

: At least 1 HDMI Port

: At least 1 Displayport

: 4-in-1 Card reader (SD/SDHC/SDXC/MMC)

1.2.3.1.1.1.8. Remote Control : 10.1" In-

Plane Switching (IPS) multi-touch display panel

1.2.3.1.1.1.9. Accessories : At least 15-foot USB Cable

: At least 15-foot Ethernet Cable;

: At least 1 HDMI Cable

: At least 1 AC-Adapter

: At least 1 VESA Mount Kit

: User Manual with Quick Start Guide

: Warranty Card

#### 1.2.3.1.1.2. Camera

1.2.3.1.1.2.1. Video Capture : At least 4K UHD

: At least 120° wide field of view

1.2.3.1.1.2.2. Additional Features: Intelligent participant detection

: Auto zoom/cropping

#### 1.2.3.1.1.3. Microphone

1.2.3.1.1.3.1. Area Coverage : 360° sound input/output

1.2.3.1.1.3.2. Detection Range: At least 20-foot range

1.2.3.1.1.3.3. Additional Features: Active echo cancellation

: Background noise management

#### 1.2.3.1.2. Monitor

1.2.3.1.2.1. 55" In-plane Switching (IPS) Smart TV (5 Units);

1.2.3.1.2.1.1. Resolution : 4K Display-

Ultra HD;

: At least 3840 x 2160; 8.3 million pixels

1.2.3.1.2.1.2.Speaker : At least 2.0 channel speaker system

1.2.3.1.2.1.3.Ports : At least 2 USB-2.0 Ports

: At least 3 HDMI Ports

: Optical-Digital-Audio

: Headphone Out

1.2.3.1.2.1.4.Wireless Connection: WiFi 802.11 ac

1.2.3.1.2.1.5.Additional Features: 4K upscaler

: 50Hz refresh rate

1.2.3.1.2.1.6.Accessory : Remote Controller

1.2.3.1.2.2. 75” In-plane Switching (IPS) Smart TV (2 Units)

1.2.3.1.2.2.1.Resolution : 4K Display-Ultra HD

: At least 3840 x 2160; 8.3 million pixels

1.2.3.1.2.2.2.Speaker : At least 2.0 channel speaker system

1.2.3.1.2.2.3.Ports : At least 2 USB-2.0 Ports

: At least 3 HDMI Ports

: Optical-Digital-Audio

: Headphone Out

1.2.3.1.2.2.4.Wireless Connection: WiFi 802.11 ac

1.2.3.1.2.2.5.Additional Features: 4K

upscaler

: 50Hz refresh rate

1.2.3.1.2.2.6. Accessory : Remote  
Controller

1.2.3.1.3. Monitor Display Frame (5 Units; See  
Sample Solution, II. Monitor Display  
Frame);

1.2.3.1.3.1. Design/Details : All-metal  
frame

: Must have device tray

: Must have cabinet with lock

: Must have rolling stand

#### 1.2.3.2. Field Offices (16 Sets)

1.2.3.2.1. Video Conferencing Solution (See  
Sample Solution, I. Video Conferencing  
Equipment for Standard Rooms)

1.2.3.2.1.1. Video Conferencing CPU

1.2.3.2.1.1.1. Operating System : Must be  
Compatible with  
DSWD.GOV.PH Email Domain  
(Google)

1.2.3.2.1.1.2. Processor : At least 5th  
generation Intel Core i7 5500U (2  
Core, 2.40GHz, 4 MB)

1.2.3.2.1.1.3. Memory : At least  
4GB DDR3

1.2.3.2.1.1.4. Storage : At least  
16GB SSD

1.2.3.2.1.1.5. Graphics : Intel HD  
Graphics 5500

1.2.3.2.1.1.6. Wireless Connection: WiFi  
802.11 a/b/g/n/ac

: Bluetooth 4.0

1.2.3.2.1.1.7. Ports : At least 4

USB 3.0

: At least 1 Gigabit Ethernet

: At least 1 HDMI Port

: At least 1 Displayport

: 4-in-1 Card reader  
(SD/SDHC/SDXC/MMC)

1.2.3.2.1.1.8. Remote Control : 10.1” In-Plane Switching (IPS) multi-touch display panel

1.2.3.2.1.1.9. Accessories : At least 15-foot USB Cable

: At least 15-foot Ethernet Cable

: At least 1 HDMI Cable

: At least 1 AC-Adapter

: At least 1 VESA Mount Kit

: User Manual with Quick Start Guide

: Warranty Card

1.2.3.2.1.2. Camera

1.2.3.2.1.2.1. Video Capture : At least 4K UHD

: At least 120° wide field of view

1.2.3.2.1.2.2. Additional Features: Intelligent participant detection

: Auto zoom/ cropping

1.2.3.2.1.3. Microphone

1.2.3.2.1.3.1. Area Coverage : 360°  
sound input/output

1.2.3.2.1.3.2. Detection Range :

1.2.3.2.1.3.3. Additional Features: Active

echo cancellation

: Background noise management

1.2.3.2.2. 55” In-plane Switching (IPS) Smart TV;

1.2.3.2.2.1. Resolution : 4K Display-Ultra HD;

: At least 3840 x 2160; 8.3 million pixels;

1.2.3.2.2.2. Speaker : At least 2.0 channel speaker system;

1.2.3.2.2.3. Ports : At least 2 USB-2.0 Ports;

: At least 3 HDMI Ports;

: Optical-Digital-Audio;

: Headphone Out;

1.2.3.2.2.4. Wireless Connection: WiFi 802.11 ac;

1.2.3.2.2.5. Additional Features: 4K upscaler;

: 50Hz refresh rate;

1.2.3.2.2.6. Accessory : Remote Controller;

1.2.3.2.3. Monitor Display Frame (See Sample Solution, II. Monitor Display Frame);

1.2.3.2.3.1. Design/Details : All-metal frame

: Must have device tray;

: Must have cabinet with lock;

: Must have rolling stand

## **2. ROLES AND RESPONSIBILITIES OF THE SERVICE PROVIDER**

### **2.1. Pre-installation**

2.1.1. The Service Provider should provide a Project Implementation Plan and must be approved by



the Head of ICTMS.

## 2.2. During Installation

- 2.2.1. The Service Provider should manage and execute project tasks alongside with the DSWD in accordance with the project scope and period of performance.
- 2.2.2. The Service Provider should lead the deployment project through collaboration with the DSWD and provide weekly project updates, bi-weekly steering committee meetings, milestone report and closeout report.
- 2.2.3. The Service Provider should provide a status report of the project in the form of charts/graphs.
- 2.2.4. The Service Provider should take the overall responsibility of the project plan for leading the change management.
- 2.2.5. The Service Provider should develop and implement a training approach and strategy.
- 2.2.6. The Service Provider should have a project team that will be the primary point of contact for DSWD throughout the course of a deployment.
- 2.2.7. The Service Provider should have a Project Manager that will manage the integrated project plan, risk mitigation and issue resolution.
- 2.2.8. The Service Provider should have a Technical Deployment Architect that will coordinate and support the implementation of technical tasks, provide best practices and troubleshooting.
- 2.2.9. The Service Provider should have a Change Manager that will implement the change management plan, publish the communication plans and design the training curriculum.
- 2.2.10. The Service Provider should have a Trainer that will deliver the actual end user training and technical training workshops.

## 2.3. Post Installation

2.3.1. The Service Provider should maintain that the email service is up and running 24/7.

2.3.2. The Service Provider should provide an escalation procedure in reporting issues and concerns.

2.3.3. The Service Provider should provide the DSWD email service with end-to-end security coverage to protect against any breach and threatened breach, including administration tools and best practices.

2.3.4. Capacity planning, requirements identification and recommendations to better improve performance of email usability. All configurations (includes future requirements/configurations that will be identified by DSWD) must be done by the Service Provider.

2.4. The Service Provider must follow the following Service Level Agreement:

2.4.1. The Service Provider shall maintain a 99.9% availability with zero downtime.

2.4.2. The Service Provider shall maintain a 24x7 service support via phone and email.

2.4.3. The Service Provider shall provide an Incident Report in every issue encountered:

2.4.3.1. Must provide initial Incident Management Report (IMR) upon encountering the issue

2.4.3.2. Must provide updated IMR once the issue has been resolved

2.4.3.3. Must provide updated IMR every 12 hours if the issue persists.

## 3. **CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT**

3.1. Any information, including but not limited to, and information related to DSWD, provided to the Service Provider for the purpose of email service agreement are sole property of the DSWD. The Service Provider shall treat these information as

confidential and shall not disclose to any company, corporation, firm or person during the duration of the agreement, or at any time thereafter.

3.2. All business, personnel and technical information and any related documentation, in whatever form, which the DSWD may provide shall be used by the Service Provider solely for the purpose for which it was provided, shall be treated in strictest confidence and protected; and if in tangible form, shall be returned to DSWD upon the end of the service agreement.

3.3. All email account information and messages are the sole property of the DSWD. The Service Provider shall not retain copies of it in whatever form upon the end of the service agreement.

#### **4. QUALIFICATIONS OF SERVICE PROVIDER**

4.1. The Service Provider should have at least five (5) years of experience in deploying any ICT subscription services.

4.2. The Service Provider should have at least (3) successful email service deployments or any ICT managed services or ICT subscription services with proof of satisfactory service rendered from its clients.

4.3. The Service Provider should have certified deployment specialists to perform the professional implementation requirements on-site.

4.4. The Service Provider should have capable trainers to deliver professional training services to end users and IT administrators.

4.5. The Service Provider must be a certified Partner of the Email Service Provider being offered.

#### **5. TRANSFER OF TECHNOLOGY**

5.1. The following trainings must include certificate of completion signed by a certified trainer:

5.1.1. Administration Management Console technical training for IT Administrators – 2 slots with exam vouchers.

5.1.2. End-user training workshops (train-the-trainer)

for DSWD End Users – at least 25 slots

5.1.3. Monthly Collaboration Suite Workshop- one day workshop for improving user skill set and providing updates at Central Office, max of 30 users attendance per month

5.1.4. At least 2x a year gathering for Nationwide Google Workshop per year for at least 55 persons (2x per FO and the rest for CO)

5.1.5. Trainings and workshops must be shouldered by the service providers which includes food, venue, resource person and other necessary resources to successfully conduct the training.

### SAMPLE SOLUTION

#### I. Video Conferencing Equipment for Standard Rooms



II. Monitor Display Frame (Actual design may vary)



Name of Bidder: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

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

## Price Quotation/Proposal Form

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

DSWD NNP No: 20-TFB-002

### Subscription of Managed Electronic Mail (Email) Services with Video Conferencing Solution for DSWD

Lot No.	Particulars	Quantity	Unit Price <i>(in Phil Peso)</i>	Total Price <i>(in Phil Peso)</i>
1	Unlimited Storage Capacity (Business G-Suite)	500 Users		
	At least 30-GB Storage Capacity (Basic G-Suite)	8,500 Users		
	Video Conferencing Solution for DSWD-Central Office	7 sets		
	Video Conferencing Solution for Field Offices	16 sets		
<b>TOTAL CONTRACT PRICE</b>				

NOTE: In case of discrepancy between unit price and total price, the unit price will prevail. Total Contract Price is inclusive of all applicable taxes.

Name of Bidder: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

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

**For Goods Offered From Abroad**

Name of Bidder \_\_\_\_\_, Invitation to Bid Number \_\_\_\_.  
 Page \_\_\_\_\_ of \_\_\_\_.

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

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

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

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

**\*\*\*THIS DOCUMENT MUST BE ATTACHED TO THE  
 PRICE QUOTATION/PROPOSAL FORM\*\*\***

**For Goods Offered From Within the Philippines**

Name of Bidder \_\_\_\_\_, Invitation to Bid Number \_\_.  
 Page \_\_\_\_\_ of \_\_\_\_.

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and Insurance 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)

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

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

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

**\*\*\*THIS DOCUMENT MUST BE ATTACHED TO THE PRICE QUOTATION/PROPOSAL FORM\*\*\***



## OTHER REQUIREMENTS

To ensure that DSWD negotiates contract with a technically, legally, and financially capable service provider, the prospective service provider must submit the following additional documents together with the Schedule of Requirements, Technical Specifications, Price Quotation/Proposal Form:

1. PhilGEPS Certificate of Registration (Platinum Membership), OR the following Class "A" Eligibility Documents, to wit:
  - Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration;
  - Valid mayor's/business permit issued by the city or municipality where the principal place of business of the prospective bidder is located.
  - Audited Financial Statements (AFS), showing among others, the prospective bidder'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 deadline for the submission of quotations;
  - Tax clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.<sup>2</sup>
2. Statement 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, within the last five (5) years (See *Annex "H"*).
3. Statement identifying the bidder's single largest completed contract (SLCC) similar to the contract to be bid within five (5) years from the date of submission and receipt of quotations/proposals and equivalent to at least fifty percent (50%) of the ABC. For this purpose, similar contracts shall refer to the deployment of any ICT subscription services. (See *Annex "I"*).
4. Computation of the Net Financial Contracting Capacity (NFCC which must be at least equal to the ABC to be bid, calculated as follows:

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

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<sup>2</sup> GPPB Resolution No. 21-2013.

If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid. If issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank.

5. If applicable, the 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.
6. Bid Security<sup>3</sup>, in accordance to the following schedule (*choose what form of bid security*):

<b>Form of Bid Security</b>	<b>Amount of Bid Security</b> <i>(Not Less than the Percentage of the ABC)</i>
a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%) of ABC
b) Bank draft / guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a Foreign Bank.	
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%) of ABC
d) <b>Bid Securing Declaration</b> - is an undertaking which states, among others, that the bidder shall enter into contract with the procuring entity and furnish the required performance security within ten (10) calendar days, or less, from receipt of the Notice of Award, and committing to pay the corresponding fine and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as required in the guidelines issued by the GPPB. <sup>4</sup> (See <i>Annex "E"</i> )	

The bid security shall be valid for **one hundred twenty (120) calendar days**.

7. Sworn statement by the prospective bidder or its duly authorized representative in the form prescribed by the GPPB as to the following:
  - a. It is not "blacklisted" or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;

<sup>3</sup> Should be denominated in Philippine Peso.

<sup>4</sup> GPPB Resolution No. 03-2012.

- b. 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;
  - c. It is authorizing the Head of the Procuring Entity or his duly authorized representative/s to verify all the documents submitted;
  - d. The signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or represent the prospective bidder in the bidding, with the duly notarized Secretary's certificate attesting to such fact if the prospective bidder is a corporation, partnership, cooperative, or joint venture;
  - e. It complies with the disclosure provision under Section 47 of the Act in relation to other provisions of R.A. 3019;
  - f. It complies with the responsibilities of a prospective or eligible bidder provided in the PBDs; and,
  - g. It complies with existing labor laws and standards;
8. Best and Final Offer upon request by the BAC on a specified date on the Technical and Financial Requirements;
9. Post Qualification - The BAC shall determine to its satisfaction whether the Service Provider that is evaluated as having submitted the Lowest/Single Calculated Quotation complies with and is responsive to all the requirements and conditions specified. 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/Single Calculated Quotation, the Service Provider shall submit the following documents, to wit:
- Latest income tax returns (ITR) are those covering the immediately preceding year while latest business tax returns (BTR) are those filed within the last six (6) months preceding the date of bid submission;
  - Certificate of PhilGEPS Registration (Platinum Membership), if not submitted during opening of quotations;
  - Certification that the Service Provider has at least five (5) years of experience in deploying large-scale IT projects to at least organizations with more than 2,000 users (Original and notarized);
  - Certification that the Service Provider has at least (3) successful IT project deployments within the last five (5) years with proof of satisfactory from its clients;
  - Certification that the Service Provider has experienced IT personnel (with curriculum vitae and training certificates) to perform the IT project implementation requirements on-site;

- Certification that the Service Provider has certified IT administrators (with curriculum vitae and training certificates) to architect the technical deployment and configuration activities of the project;
- Certification that the Service Provider have capable trainers (with curriculum vitae and training certificates) to deliver training services to End-users and IT administrators;
- Certification that the Service Provider will ensure that “the same as the current” email services and solutions will be provided to DSWD to ensure that existing messages and files of users will be preserved and no migration will be done to ensure business continuity (Original and notarized);
- Certification that the Service Provider is a supported reseller of the Principal (Original and notarized); and,
- ISO 27018, ISO 27017, ISO 27001, ISO SOC 2/3 and SSAE 16/ISAE 3402 Type II Certified (Certified True Copy).

10. Performance security within a maximum period of ten (10) calendar days **from the receipt of the Notice of Award** from the Procuring Entity and in no case later than the signing of the contract.

Form of Performance Security	Amount of Performance Security <i>(Equal to Percentage of the Total Contract Price)</i>
(a) Cash or cashier’s/manager’s check issued by a Universal or Commercial Bank.	Five percent (5%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security; and/or	Thirty percent (30%)

**BID-SECURING DECLARATION FORM**

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

X-----X

**BID-SECURING DECLARATION**

**Notice for Negotiated Procurement: DSWD NNP No. 19-TFB-003**

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any 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 declared as the bidder with the Lowest Calculated and Responsive Quotation/Highest Rated and Responsive Quotation, and I/we have furnished the performance security signed in 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'S AUTHORIZED REPRESENTATIVE]*  
*[Insert Signatory's Legal Capacity]*  
*Affiant*

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

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

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

**NAME OF NOTARY PUBLIC**

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

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

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

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

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

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

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

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

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

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 of [Name of Bidder] with office address at [address of Bidder];

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

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

*If a sole proprietorship:* As the owner and sole proprietor of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for [Name of the Project] of the [Name of the Procuring Entity];

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the [Name of Bidder] in the bidding as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

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

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

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

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

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

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

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] 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<sup>5</sup>.

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

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

<sup>5</sup> GPPB Resolution No. 22-2013.



**NOTE:** Use this template for the required "Certification from the Insurance Commission", which shall accompany surety bonds issued for purposes of Bid Security and Performance Security.

[Insurance Commission Letterhead]

### CERTIFICATION

This is to certify that [insert Name of Insurance Company] is an authorized insurance company and licensed to transact general insurance business in the Philippines for such lines as Fire, Marine, Casualty and Surety under [insert Certificate of Authority Number ] effective [insert date of period of effectivity], unless sooner revoked or suspended for cause.

It is certified, moreover, that [insert Name of Insurance Company] is likewise authorized under Administrative Order No. 30 to underwrite and issue Performance Bonds, Bidder's Bonds, and Surety Bonds, callable on demand in favor of the various agencies and instrumentalities of the government pursuant to the Revised Implementing Rules of RA.9184.

It is further certified that [insert Name of Insurance Company] issued a surety bond under [insert Bond No.] to [insert Name of Service Provider or Supplier] in favor of **Department of Social Welfare and Development** in the amount of [insert amount] for the [insert Name of the Project].

This certification is issued upon the request of [insert Name of the Authorized Representative] of [insert Name of Insurance Company], pursuant to Section 39.2( c ) of the Revised Implementing Rules and Regulations of RA9184.

Issued on the [insert date] in [insert Place].

For the Insurance Commissioner

[insert name of Authorized Representative]

[insert Position and Office]

*Paid under*[insert Official Receipt No.]

**Statement of All On-Going Government and Private Contracts, Including Contracts Awarded but Not Yet Started, Whether Similar or Not Similar in Nature and Complexity to the Contract to be Bid**

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

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

A. Government

Nature of Contract (Project Title)	a. Owner's Name	Project Cost	Bidder's Role		a. Date Awarded	% of Accomplishment		Value of Outstanding Works (Undelivered Portion)
	b. Address		Description	%	b. Date Started	Planned	Actual	
	c. Contact Nos.				c. Target Date of Completion			
1.	a.				a.			
	b.				b.			
	c.				c.			
2.	a.				a.			
	b.				b.			
	c.				c.			

B. Private

Nature of Contract (Project Title)	a. Owner's Name	Project Cost (ABC)	Bidder's Role		a. Date Awarded	% of Accomplishment		Value of Outstanding Works (Undelivered Portion)
	b. Address		Description	%	b. Date Started	Planned	Actual	
	c. Contact Nos.				c. Target of Date Completion			
1.	a.				a.			
	b.				b.			
	c.				c.			
2.	a.				a.			
	b.				b.			
	c.				c.			

*Note: The following documents must be available upon request of the Bids and Award Committee (BAC) or designated Technical Working Group (TWG) during Post-Qualification to support this statement: (a) Notice of Award and/or Contract or Purchase Order, (b) Notice to Proceed and/or Official Receipts and (c) Certificate of Acceptance/Completion*

**Statement of Single Largest Completed Contract (SLCC) Similar to the Contract to be Bid**

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

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

Nature of Contract (Project Title)	a. Owner's Name	Project Cost	Bidder's Role		a. Date Awarded
	b. Address		Description	%	b. Date Started
	c. Contact Nos.				c. Date Completed
	a.				a.
	b.				b.
	c.				c.

*Note: The following documents must be attached to support this statement: (a) Notice of Award and/or Contract or Purchase Order, (b) Notice to Proceed and/or Official Receipts and (c) Certificate of Acceptance/Completion*

**Contract Agreement Form**

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**CONTRACT**

KNOW ALL MEN BY THESE PRESENTS:

The **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**, a government agency with principal office address at IBP Road, Batasan Pambansa Complex, Constitution Hills, Quezon City, Metro Manila, represented by *[Secretary/ ExeCom/ ManCom]* (hereinafter called the "PROCURING ENTITY");

-and-

*[Name of Supplier]*, a [sole proprietorship/corporation] with principal business address at *[Complete address of Supplier]* represented herein by its Authorized Representative *[Name of Authorized Representative]* (hereinafter called the "SUPPLIER");

WHEREAS, the Procuring Entity through Negotiated Procurement Two Failed Biddings invited Supplier's for certain goods and ancillary services, specifically, *[brief description of goods and services]* (*[DSWD NNP No.]*), where [no. of Supplier(s)] Supplier(s) submitted its/their quotation/proposal(s), and after deliberation of the Bids and Awards Committee (BAC), has accepted the Quotation of the Supplier being the Single/Lowest Calculated and Responsive Quotation (S/LCRQ), with the total contract price of *[contract price in words and figures]* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, namely:
  - (a) the Bid Form, the Price Proposal Form and the Price Schedule submitted by the Bidder;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the Supplemental/Bid Bulletins (if applicable);
  - (e) the Joint Venture Agreement (if applicable); and
  - (f) the Entity's Notification of Award;
3. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.

IN WITNESS whereof the parties signed this Contract in Quezon City, Philippines on the \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

FOR THE PROCURING ENTITY

FOR THE SUPPLIER

By

\_\_\_\_\_

\_\_\_\_\_

Authorized Representative

-Witnesses-

\_\_\_\_\_

\_\_\_\_\_

Certified Funds Available:

\_\_\_\_\_  
Chief, Accounting Division (AD)

Republic of the Philippines)  
\_\_\_\_\_ ) S.S.

BEFORE ME, a Notary Public for and in Quezon City, on this \_\_\_\_ day of \_\_\_\_\_  
20\_\_ personally appeared the following with their respective proof of Identification;

_____	ID Type/No.	:	_____
	Place Issued	:	_____
	Date Issued	:	_____
_____	ID Type/No.	:	_____
	Place Issued	:	_____
	Date Issued	:	_____

Both known to me to be the same people who executed the foregoing instrument and *who* acknowledge to me that the same is their own free will and voluntary act and deed.

This agreement consisting of three (3) pages signed by the parties and their instrumental witnesses in all pages refer to an AGREEMENT for the *[brief description of goods and services]* (*[DSWD NNP No.]*) by the SUPPLIER.

WITNESS MY HAND AND NOTARIAL SEAL on the date and place first above written.

NOTARY PUBLIC

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 20 \_\_\_\_\_