

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

**SUPPLY AND DELIVERY OF VARIOUS INFORMATION AND
COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT FOR DSWD
CENTERS AND RESIDENTIAL CARE FACILITIES**

– DSWD NNP No. 19-TFB-001 –
(RIS/PR No. 2018061931, 2018051497, 2018051498 AND 2018051499)

1. The **Department of Social Welfare and Development (DSWD)**, through the **Office of the Undersecretary for Special Concerns** (*formerly Support Programs Infrastructure Management*) – **Centers and Residential Care Facilities – Capital Outlay Funds**, intends to apply the sum of **Three Million Two Hundred Thousand Pesos (PhP 3,200,000.00)**, being the Approved Budget for the Contract (ABC), to payments under the contract for the Supply and Delivery of Various Information and Communication Technology (ICT) Equipment for DSWD Centers and Residential Care Facilities, classified in accordance with the following lots:

Lot No.	Particulars	Quantity	Unit	ABC (in PhP)
1	Printer, Laser (color)	2	unit	1,660,000.00
	Desktop Computer	23	unit	
2	Laptop Computer	19	unit	1,140,000.00
3	Workstation Computer	4	unit	400,000.00
TOTAL				3,200,000.00

2. The DSWD now invites technically, legally, and financially capable supplier for the above-mentioned requirement. The prospective supplier shall submit the following documents (*Please refer to Annex D for more details of the requirements*), to wit:

Eligibility and Technical Documents:

- PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR or Class “A” Eligibility Documents, to wit:

- Registration Certificate from Security and Exchange Commission (SEC) for Corporations, Department of Trade and Industry (DTI) for Sole Proprietorships or Cooperative Development Authority (CDA) for Cooperatives;
 - Valid Mayor's/ Business Permit or its Equivalent Document;
 - Valid Tax Clearance; and
 - Audited Financial Statements stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from bid submission.
- Statement of All Ongoing Government and Private Contracts (*Annex H*);
 - Statement of Single Largest Completed Contract (*Annex I*);
 - Computation of Net Financial Contracting Capacity (NFCC) or a committed Line of Credit from a universal or commercial bank;
 - Joint Venture Agreement, if applicable;
 - Bid Security;
 - Conformity with the Technical Specifications (*Annex B*);
 - Conformity with the Schedule of Requirements (*Annex A*);
 - Omnibus Sworn Statement (shall be supported with Secretary's Certificate or Special Power of Attorney [*for sole proprietorship*] authorizing the Supplier's representative) (*Annex F*);

Financial Documents:

- Price Quotation Form with Price Schedule - *For Goods Offered From Abroad/within the Philippines (Annex C)*

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 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 and subject to Commonwealth Act 138.

The Bids and Awards Committee (BAC) will engage in negotiation a sufficient number of suppliers 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 and financial requirements and does not exceed the ABC.**

4. Interested Suppliers may obtain further information from the **BAC Secretariat** at the address given below from Monday to Friday at 8:00 am to 5:00 pm.
5. The deadline for the submission of quotations is on **06 March 2019 at 1:00 p.m.** 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 shall be on **06 March 2019 at 1:30 p.m.,** to be held at the **Social Technology Bureau (STB) Conference Room, 3rd Floor Matapat Building, DSWD Central Office, IBP Road, Constitution Hills, Quezon City.**
7. **Award of Contract is on Per Lot basis.** The amount of Bid Security must be equivalent to the percentage of the lot to which the Supplier intends to participate.
8. 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) 951-7116
Telephone Nos. (02) 931-8101 to 07 Local 123

FELICISIMO C. BUDIONGAN
Undersecretary and
Bids and Awards Committee Chairperson

By:

(ORIGINAL SIGNED)
ATTY. AIMEE S. TORREFRANCA-NERI
Undersecretary and
Bids and Awards Committee Vice-Chairperson

Schedule of Requirements

Supply and Delivery of Various Information and Communication Technology (ICT) Equipment for DSWD Centers and Residential Care Facilities

Instruction: Indicate an "x" mark next to the lot/s the Bidder is participating in.

	Lot No.	Particulars	Quantity	Unit	Delivery Period (upon receipt of Notice to Proceed)
	1	Printer, Laser (color)	2	unit	15 calendar days
		Desktop Computer	23	unit	
	2	Laptop computer	19	unit	30 calendar days
	3	Workstation Computer	4	unit	30 calendar days

Delivery Site:

Department of Social Welfare and Development (DSWD) – Central Office (CO) -
Procurement Service - Warehouse

c/o MS. GENIELA I. SOLEDAD

Administrative Assistant III

Contract Monitoring Division-Procurement Service

DSWD Central Office

IBP Road, Batasan Complex, Constitution Hills, Quezon City

Terms of Payment:

Processing of payment shall be completed within fifteen (15) to thirty (30) calendar days upon receipt of final inspection and acceptance and completion of supporting documents for each lot.

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

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

Technical Specifications

Supply and Delivery of Various Information and Communication Technology (ICT) Equipment for DSWD Centers and Residential Care Facilities

Lot No.	DSWD Specifications	Bidder's Specifications ¹
1	<p>LASER PRINTER (color)</p> <p>Output Type : Color, Black and White Compatibility: Compatible w/ Windows & PC Linux</p> <p>Connectivity Technology: USB 2.0 Memory : ≥ 32 MB Networking Type : Ethernet (100 Base TX / 10 Base-T)</p> <p>Black Print Speed : ≥ 15 ppm Color Print Speed : ≥ 15 ppm Monthly Duty Cycle : $\geq 30,000$ impressions</p> <p>Technology : Laser Black Resolution : $\geq 600 \times 600$ dpi Max Media Size : 8.5x14</p> <p>Warranty : 1 year Hardware Warranty</p>	<p>Brand: Model: Detailed Specifications:</p>
	<p>DESKTOP COMPUTER</p> <p>1. Processor:</p> <p>a. CPU Architecture Technology: Processor model should at least be the latest release b. Base Speed Frequency: ≥ 2.3 Ghz, up to 4.3 Ghz c. Cores: ≥ 6 Cores d. Cache: ≥ 9 MB Cache</p> <p>2. Operating System:</p>	

¹ IMPORTANT NOTE: Detailed specifications must be provided. Statements of "Comply" or "Not Comply" must be supported by evidence in a Supplier's Quotation 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 Quotation under evaluation liable for rejection. A statement either in the Suppliers statement of compliance or the supporting evidence that is found to be false either during evaluation of quotation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the supplier liable for prosecution subject to the applicable provisions under the Republic Act No. 9184.

- a. Type: Latest Stable Proprietary OS 64-bit
- b. Version: Professional version (Must have the capability to join Active Directory)
- c. A recovery disk containing the operating system and the unit's required drivers should be provided per unit.

3. Office Productivity Software:

- a. Type: Latest Stable Proprietary OPS for Corporate Application Perpetual
- b. Version: Standard or Professional, Inclusive of: Word Processor, Spread Sheet, Presentation & Email for offline use.
- c. Installation disk containing software license should be provided per unit.

4. Memory:

- a. Capacity: ≥ 8 Gb DDR4
- b. Speed: DDR4 -2100mhz

5. Keyboard: Std English (same brand as PC)

6. Pointing Devices/Mouse:

- a. Type: Standard Optical Mouse USB (same brand as PC)

7. Graphics Controller: Integrated

8. Casing: Small Form Factor

9. I/O Ports:

All ports should be INTEGRATED/BUILT-IN (no USB conversions/extension/adapters)

- a. ≥ 4 x USB 3.0 port, 2 Front and 2 Back,
- b. 1 x headphone jack
- c. 1 x microphone jack
- d. 1 x RJ-45 LAN port
- e. 1 x VGA

10. Display: ≥ 21.5 '' Inch LED Technology

11. Hard Drive: ≥ 1 TB HDD

12. Sound Controller: Integrated/built-in High Definition Audio system, built in microphone, built-in two speakers

13. Battery/UPS:

	<ul style="list-style-type: none"> a. \geq 500 VA with AVR; Warranty and Replacement for the battery 1 Year. b. Power Supply at least 500 watts 80+ Bronze Efficiency <p>14. Communication: MUST BE INTEGRATED/ BUILT-IN (no USB conversions/extension)</p> <ul style="list-style-type: none"> a. Wireless - Dual Band Wireless - 802.11 ac/a/b/g/n; Bluetooth 4.0 b. Ethernet - Integrated 10/100/1000MB Base-TX <p>15. Warranty & SLA:</p> <ul style="list-style-type: none"> a. Three (3) years Hardware Warranty. b. One (1) year on Mouse, Keyboard, UPS c. Next – Business Day Parts / Replacement d. \leq 4 hours response time for issues reported <p>16. To protect DSWD from unreliable and unproven products the following is required:</p> <p>Manufacturer of the proposed brand should be ISO 9000 and ISO 14001 certified or better.</p> <ul style="list-style-type: none"> a. Proposed BRAND should be Energy Star Compliant; b. Proposed BRAND should have an existing technical web support system where brand providers/ bidders can log-in and key-in product service codes/ item codes for faster tracking of defective / RMA products and faster turn-around of technical support; and c. Manufacturer's proposed brand is an International brand name and is being sold and marketed continuously in the Philippines for the last 10 years 	
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Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

Technical Specifications

Supply and Delivery of Various Information and Communication Technology (ICT) Equipment for DSWD Centers and Residential Care Facilities

Lot No.	DSWD Specifications	Bidder's Specifications ²
2	<p>LAPTOP Computer</p> <p>1. Processor:</p> <ul style="list-style-type: none"> a. CPU Architecture Technology: Processor model should at least be the latest release. b. Base Speed Frequency: ≥ 2.1 Ghz, up to 4.2 Ghz c. Cores: 4 Cores d. Cache: ≥ 8MB Smart Cache <p>2. Operating System:</p> <ul style="list-style-type: none"> a. Type: Latest Stable Proprietary OS 64-bit b. Version: Professional version (Must have the capability to join Active Directory) c. A recovery disk containing the operating system and the unit's required drivers should be provided per unit. <p>3. Office Productivity Software:</p> <ul style="list-style-type: none"> a. Type: Latest Stable Proprietary OPS for Corporate Application Perpetual b. Version: Standard or Professional, Inclusive of: Word Processor, Spread Sheet, Presentation & Email for offline use c. A installation disk containing software license should be provided per unit. <p>4. Memory:</p> <ul style="list-style-type: none"> a. Capacity : ≥ 8 Gb DDR4 b. Speed: DDR4 - 2400mhz 	

² IMPORTANT NOTE: Detailed specifications must be provided. Statements of "Comply" or "Not Comply" must be supported by evidence in a Supplier's Quotation 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 Quotation under evaluation liable for rejection. A statement either in the Suppliers statement of compliance or the supporting evidence that is found to be false either during evaluation of quotation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the supplier liable for prosecution subject to the applicable provisions under the Republic Act No. 9184.

5. Keyboard: Built-in

6. Pointing Devices/Mouse:

- a. Type: Touch Pad with multi-gesture and scrolling function and inclusive of Standard Optical Mouse USB (mouse should be the same brand of the laptop being offered)

7. Graphics Controller: Integrated

- a. Support for Microsoft DirectX* 11.1 Compatible

8. I/O Ports:

All ports should be INTEGRATED/BUILT-IN (no USB conversions/extension/adapters)

- a. ≥ 2 x USB 3.0 port,
- b. 1 x headphone jack
- c. 1 x microphone jack
- d. 1 x RJ-45 LAN port
- e. 1 x HDMI

9. Display: ≤ 15.6 " inch LED Display with built-in webcam

10. Hard Drive: ≥ 1 TB HDD

11. Sound Controller: Integrated/built-in High Definition Audio system, built in microphone, built-in two speakers

12. Weight: ≤ 2.5 kg. including battery

13. Communication: MUST BE INTEGRATED / BUILT-IN (no USB conversions/extension/adapters)

- a. Wireless - Integrated Dual Band Wireless - 802.11 ac/a/b/g/n; Bluetooth 4.0
- b. Ethernet - Integrated 10/100/1000MB Base-TX

14. Battery: Removable battery at least 6 hours operation with one full charge

15. Warranty & SLA:

- a. Three (3) years Hardware Warranty.
- b. One (1) year on Mouse and Battery;

	<ul style="list-style-type: none"> c. Three (3) Working Days Parts / Replacement d. ≤ 4 hours response time for issues reported <p>16. To protect DSWD from unreliable and unproven products the following is required: Manufacturer of the proposed brand should be ISO 9000 and ISO 14001 certified or better.</p> <ul style="list-style-type: none"> a. Proposed BRAND should be Energy Star Compliant; b. Proposed BRAND should have an existing technical web support system where brand providers/ bidders can log-in and key-in product service codes/ item codes for faster tracking of defective / RMA products and faster turn-around of technical support; and c. Manufacturer's proposed brand is an International brand name and is being sold and marketed continuously in the Philippines for the last 10 years. 	
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Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

Technical Specifications

Supply and Delivery of Various Information and Communication Technology (ICT) Equipment for DSWD Centers and Residential Care Facilities

Lot No.	DSWD Specifications	Bidder's Specifications ³
3	<p>WORKSTATION COMPUTER</p> <p>1. Processor:</p> <ul style="list-style-type: none"> a. CPU Architecture Technology: Server Processor model should at least be the latest release b. Base Speed Frequency: ≥ 2.4 Ghz, up to 3.4 Ghz c. Cores: ≥ 24 Cores d. Cache: ≥ 60 MB Cache <p>2. Operating System:</p> <ul style="list-style-type: none"> a. Type: Latest Stable Proprietary OS 64-bit b. Version: Professional version (Must have the capability to join Active Directory) c. A certificate of Authenticity (COA) of the license from the OS provider should be provided. d. A recovery disk containing the operating system and the unit's required drivers should be provided per unit. <p>3. Office Productivity Software:</p> <ul style="list-style-type: none"> a. Type: Latest Stable Proprietary OPS for Corporate Application Perpetual b. Version: Standard or Professional, Inclusive of: Word Processor, Spread Sheet, Presentation & Email for offline use c. Installation disk containing software license should be provided per unit. 	<p>Brand:</p> <p>Model:</p> <p>Detailed Specifications:</p>

³ IMPORTANT NOTE: Detailed specifications must be provided. Statements of "Comply" or "Not Comply" must be supported by evidence in a Supplier's Quotation 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 Quotation under evaluation liable for rejection. A statement either in the Suppliers statement of compliance or the supporting evidence that is found to be false either during evaluation of quotation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the supplier liable for prosecution subject to the applicable provisions under the Republic Act No. 9184.

4. Memory:

- a. Capacity: ≥ 16 Gb DDR4
- b. Speed: DDR4 -2100mhz

5. Keyboard: Std English (same brand as PC)

6. Pointing Devices/Mouse:

- a. Type: Standard Optical Mouse USB (mouse should be the same brand of the laptop being offered)

7. Graphics Controller:

- a. Dedicated Video Graphics Card, supports dual video cards
At least 2GB VRAM with at least 256-bit Memory Interface Width
Support for DirectX 11 or higher, GDDR5 memory interface

8. Casing: Small Form Factor

9. I/O Ports:

All ports should be INTEGRATED/BUILT-IN (no USB conversions/extension/adapters)

- a. ≥ 4 x USB 3.0 port, 2 Front, 2 Back, ≥ 1 x USB 3.1 port,
- b. 1 x headphone jack
- c. 1 x microphone jack
- d. 2 x RJ-45 LAN port
- e. 1 x VGA
- f. 1 x HDMI

10. Display: ≥ 23 ” LED DVI, HDMI and Display Port 1.2 support

11. Hard Drive: ≥ 2 TB HDD

12. Sound Controller:

Integrated/built-in High Definition Audio system, built in microphone, built-in two speakers

13. Communication:

MUST BE INTEGRATED/BUILT-IN (no USB conversions/extension)

- a. Wireless - Dual Band Wireless - 802.11 ac/a/b/g/n; Bluetooth 4.0
- b. Ethernet - Integrated 10/100/1000MB Base-

	TX	
	<p>14. Battery/UPS:</p> <ul style="list-style-type: none"> a. \geq 1000 VA with AVR; Warranty and Replacement for the battery 1 Year. b. Power Supply at least 500 watts 80+ Bronze Efficiency <p>15. Warranty & SLA:</p> <ul style="list-style-type: none"> a. Three (3) years Hardware Warranty. b. One (1) years on Mouse, Keyboard, UPS c. Next – Business Day Parts / Replacement d. \leq 4 hours response time for issues reported <p>16. To protect DSWD from unreliable and unproven products the following is required:</p> <p>Manufacturer of the proposed brand should be ISO 9000 and ISO 14001 certified or better.</p> <ul style="list-style-type: none"> a. Proposed BRAND should be Energy Star Compliant; b. Proposed BRAND should have an existing technical web support system where brand providers/ bidders can log-in and key-in product service codes/ item codes for faster tracking of defective / RMA products and faster turn-around of technical support; and c. Manufacturer’s proposed brand is an International brand name and is being sold and marketed continuously in the Philippines for the last 10 years 	

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

Price Quotation Form

Date: _____

DSWD NNP No: 19-TFB-001

Supply and Delivery of Various Information and Communication Technology (ICT) Equipment for DSWD Centers and Residential Care Facilities

Lot No.	Particulars	Quantity	Unit	Unit Price <i>(in Phil Peso)</i>	Total Price <i>(in Phil Peso)</i>
1	Printer, Laser (color)	2	unit		
	Desktop Computers	23	unit		
Total Price Quotation for Lot No. 1					
2	Laptop computers	19	unit		
3	Workstation Computers	4	unit		

NOTES: In case of discrepancy between unit price and total price, the unit price will prevail.

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 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 PROPOSAL FORM*****

OTHER REQUIREMENTS

To ensure that DSWD negotiates contract with a technically, legally, and financially capable supplier, the prospective supplier must submit the following documents together with the Schedule of Requirements, Technical Specifications, Price Quotation 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 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.⁴

2. Statement of all its ongoing and completed 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 three (3) years**;

Statement identifying the bidder's single largest completed contract similar to the contract to be bid **within three (3) years from the date of submission and receipt of quotations** and equivalent to at least fifty percent (50%) of the ABC.

The statement shall include, for each contract, the following:

- (i) name of the contract;
 - (ii) date of the contract;
 - (iii) contract duration;
 - (iv) owner's name and address;
 - (v) kinds of Goods;
 - (vi) For Statement of Ongoing Contracts - amount of contract and value of outstanding contracts;
 - (vii) For Statement of SLCC - amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement;
 - (viii) date of delivery; and
 - (ix) end user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements.
3. Computation of the Net Financial Contracting Capacity (NFCC which must be at least equal to the ABC to be bid, calculated as follows:

⁴ GPPB Resolution No. 21-2013.

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.

For purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their audited financial statements prepared in accordance with international financial reporting standards.

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.

4. 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.
5. Bid Security⁵, in accordance to the following schedule (*choose what form of bid security*):

Form of Bid Security	Amount of Bid Security (Not Less than the Percentage of the ABC)
a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%) of ABC (For each lot)
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 (For each lot)
d) Bid Securing Declaration - 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	

⁵ Should be denominated in Philippine Peso.

Form of Bid Security	Amount of Bid Security <i>(Not Less than the Percentage of the ABC)</i>
procurement activity in the event it violates any of the conditions stated therein as required in the guidelines issued by the GPPB. ⁶ <i>(Annex E)</i>	

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

6. 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;
 - 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;

9. Best and Final Offer upon request by the BAC on a specified date on the Technical and Financial Requirements;

10. Post Qualification - The BAC shall determine to its satisfaction whether the Supplier 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 Supplier shall submit the following documents, to wit:
 - a) Latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) shall be accepted⁷.

⁶ GPPB Resolution No. 03-2012

⁷ GPPB Resolution 11-2013, amendments effective 15 June 2013.

NOTE: The latest income tax returns (ITR) are those covering the immediately preceding year, while the latest business tax returns (BTR) are those filed within the last six (6) months preceding the date of submission of best and final offer.

- b) Certificate of PhilGEPS Registration (Platinum Membership), if not submitted during the deadline of submission of quotation;
- c) For Lot No. 1 - Desktop Computer; Lot No. 2 - Laptop Computer and Lot No. 3 Workstation Computer shall submit the following:
 - Certificate that the Manufacturer of the offered brand is ISO 9000 and ISO 14001 certified or better;
 - Certificate that the proposed brand should be Energy Star Compliant;
 - Certificate that the proposed brand is an International brand name and is being sold and marketed continuously in the Philippines for the last ten (10) years; and
 - Must present or provide complete set of sample unit (Trial Version of the Operating System is acceptable during post-qualification);

11. 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%) <i>(For each lot)</i>
(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%) <i>(For each lot)</i>

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-001*

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]*

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Series of _____

OMNIBUS SWORN STATEMENT

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 activity⁸.

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

Bidder's Representative/ Authorized Signatory

⁸ 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. Date Completed			
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. Date Completed			
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**

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

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				b. Date Started
	c. Contact Nos.		Description	%	c. Date Completed
	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

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

Contract Agreement Form

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 and the Price Proposal Form/Schedule submitted by the Bidder;
 - (b) the Schedule of Requirements;
 - (c) the Technical Specifications;
 - (d) the General Conditions of Contract;
 - (e) the Special Conditions of Contract;
 - (f) the Supplemental/Bid Bulletins (if applicable);
 - (g) the Joint Venture Agreement (if applicable); and
 - (g) 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

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Page No. _____
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