BIDDING DOCUMENTS
FOR THE SUPPLY AND DELIVERY OF
VARIOUS ICT EQUIPMENT,
MICROSOFT OFFICE LICENSES AND
TRAINING
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SECTION I: INVITATION TO BID

1. The National Security Council (NSC), through its Bids and Awards committee (BAC) hereby invites all eligible suppliers to bid for the following:

<table>
<thead>
<tr>
<th>Name of Project</th>
<th>Lot No. 1-Supply and Delivery of various ICT Equipment:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. 60 units – Desktop Computer</td>
</tr>
<tr>
<td></td>
<td>2. 42 units – Laptop Computer</td>
</tr>
<tr>
<td></td>
<td>3. 20 units- Printers</td>
</tr>
<tr>
<td></td>
<td>4. 10 units- Scanner</td>
</tr>
</tbody>
</table>

Lot No. 2- MS Office License and Training
A. Microsoft Office User License
   - 38 users (Office 365 Business Premium with 1TB OneDrive Cloud storage with advanced security per person)
   - 10 users (Professional 2019-Perpetual)
   - 10 users (Standard 2019-Perpetual)
   - 145 users (Home and Business 2019-Perpetual)
B. Microsoft Office Training [with three (3) batches and three (3) training days per batch] – 105 Pax

<table>
<thead>
<tr>
<th>Approved Budget of Contract (ABC)</th>
<th>Lot No. 1- Various ICT Equipment – EIGHT MILLION FIVE HUNDRED SEVENTY-FOUR THOUSAND NINE HUNDRED TWENTY PESOS ONLY (PhP8,574,920.00)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lot No. 2- MS Office Licenses and Training – THREE MILLION FIVE HUNDRED FIFTY-FIVE THOUSAND PESOS ONLY (PhP3,555,000.00)</td>
</tr>
</tbody>
</table>

2. Bids received in excess of the ABC shall automatically be rejected at bid opening.

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

4. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

The schedule of bidding activities is as follows:

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertisement/Posting to PhilGEPS Website</td>
<td>October 10-17, 2019</td>
</tr>
<tr>
<td>Pre-Bid Conference</td>
<td>October 18, 2019 / 1:00PM</td>
</tr>
<tr>
<td>Deadline of Submission of Bids and Bid Opening</td>
<td>October 30, 2019 / 1:00PM</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Bids Evaluation</td>
<td>October 31, 2019</td>
</tr>
<tr>
<td>Post-Qualification</td>
<td>November 4, 2019</td>
</tr>
<tr>
<td>Issuance of Notice of Award/Contract Preparation and Signing</td>
<td>November 5-6, 2019</td>
</tr>
<tr>
<td>Issuance of Notice to Proceed</td>
<td>November 7, 2019</td>
</tr>
</tbody>
</table>

5. The bidding documents may be obtained from the NSC-BAC Secretariat.

6. Bids must be submitted to the NSC-BAC Secretariat at #5 V. Luna Road corner East Avenue, Diliman, Quezon City. Late bids shall not be accepted.

7. The National Security Council reserves the right to accept or reject any bids, or declare a failure of bidding to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders and in accordance with Republic Act No. 9184 and its Implementing Rules and Regulations.

8. Interested bidders may obtain further information from:
   NSC-BAC Secretariat
   c/o Ms. Elvira B. Pareja
   5 V. Luna Road cor East Avenue,
   Brgy Pinyahan, Quezon City
   Telephone no. 927-4245 loc 1506
   Email: property@nsc.gov.ph

FILONILA D. BALITAAN
Chairman, Bids and Awards Committee
National Security Council
CHECKLIST OF ELIGIBILITY AND TECHNICAL DOCUMENTS FOR SUBMISSION

FIRST ENVELOPE

Class “A” Documents:

Legal Documents:
- PhilGEPS Certificate of Registration (if Platinum membership);
- Registration Certificate from SEC/DTI/CDA:
  Securities and Exchange Commission (SEC) – for partnerships/corporations;
  Department of Trade and Industry (DTI) – for sole proprietorship; or
  Cooperative Development Authority (CDA) – for cooperatives.
- Valid and Current Mayor’s Permit
- Tax Clearance per Executive Order no. 398, series of 2005, as finally reviewed and
  Approved by the Bureau of Internal Revenue (BIR)

Technical Documents:
- Statement of all Ongoing Private and Government 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.
- Statement of Single Largest Completed Contract (SLCC), which is similar in nature,
  within three (3) Years prior to the Pre-Bid Conference with the following attachment:
  Photocopy of Single Largest Completed Contract or Purchase Order (at least 50% of the
  ABC).
- Certificate of Completion or Acceptance from the Bidder’s client or Official Receipt.
- Bid Security in any of the following forms:
  - Cash or cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of
    credit issued by a Universal or Commercial Bank (2% of the ABC); or
  - Surety bond (5% of the ABC) with a Certificate from the Insurance Commission; or
  - Bid Securing Declaration

Conformity with Section IV. Schedule of Requirements
- Conformity with Section V. Technical Specifications
- Omnibus Sworn Statement
- Authority of the Signatory

Financial Documents:
- Audited Financial Statement stamped “received” by the BIR or its duly accredited and
  authorized institutions, for the preceding calendar year which should not be earlier
  than two (2) years from the date of bid submission.
- Net Financial Contracting Capacity (NFCC) computation or committed Line of Credit
  from a universal or commercial bank

In addition to the above eligibility documents (Class “A”), the following documents must also be included
in the envelope 1:

a. List of clients with updated address, contact persons and telephone numbers (minimum
   of at least 10 Clients);

b. General Information Sheet for CY 2017 or 2018 (Original or Certified True Copy by the
   SEC);

c. VAT Registration & TIN Taxpayer (Original or Certified True Copy by the BIR);

d. Company Profile

Class “B” Document:
- JVA, if applicable
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SECTION II: INSTRUCTIONS TO BIDDERS

A. GENERAL

1. SCOPE OF BID

1.1 The Procuring Entity named in the BDS invites bids for the Supply and Delivery of various ICT Equipment, Microsoft Office Licenses and Training as described in Section V. Technical Specifications.

1.2 The name, identification, and number of lots specific to this bidding are provided in the BDS.

2. SCOPE OF WORK

Bidders shall comply with the Scope of Work as stated in the BDS and in the Terms of Reference (TOR).

3. SOURCE OF FUNDS

The National Security Council has a budget or has applied for or received funds from the funding source named in the BDS, and in the amount indicated in the BDS. It intends to apply part of the funds received for the Project, as defined in the BDS, to cover eligible payments under the contract.

4. CORRUPT, FRAUDULENT, COLLUSIVE, AND COERCIVE PRACTICES

4.1 Unless otherwise specified in the BDS, the National Security Council as well as the bidders and suppliers shall observe the highest standard of ethics during the procurement and execution of the contract. In pursuance of this policy, the National Security Council: Defines, for purposes of this provision, the terms set forth below as follows:

(a) “corrupt practice” means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or include others to do so, by misusing the position in which they are placed, and includes of offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in RA3019.

(b)”fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.

(c)”collusive practices” means a scheme or arrangement between two or more Bidders, with or without knowledge of the National Security Council, designed to establish bid prices at artificial, non-competitive levels.

(d)”coercive practices” means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract.

4.2 Further, the National Security Council will seek to impose the maximum civil, administrative, and /or criminal penalties available under applicable laws on individuals and organizations deemed to be involved in any of the practices.
4.3 Furthermore, the National Security Council reserves the right to inspect and audit records and accounts of a bidder or supplier in the bidding for and performance of a contract themselves.

5. CONFLICT OF INTEREST

5.1 All Bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand, without prejudice to the imposition of appropriate administrative, civil, and criminal sanctions. A Bidder may be considered to have conflicting interests with another Bidder in any of the events described in paragraphs (a) through (c) below and a general conflict of interest in any of the circumstances set out in paragraphs (d) through (f) below:

(a) A Bidder has controlling shareholders in common with another Bidder;

(b) A Bidder received or has received any direct or indirect subsidy from any other Bidder;

(c) A Bidder has the same legal representative as that of another Bidder for purposes of this bid;

(d) A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence the decisions of the National Security Council regarding this bidding process. This will include a form or an organization who lends, or temporarily seconds, its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement or implementation of the project if the personnel would be involved in any on the same project.

(e) A Bidder submits more than one bid in this bidding process. However, this does not limit the participation of subcontractors in more than one bid; or

(f) A Bidder who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are the subject of the bid.

5.2 In accordance with Section 47 of the IRR of RA 9184, all Bidding Documents shall be accompanied by a Sworn Affidavit of the Bidder that it is not related to the Head of the National Security Council, members of the Bids and Awards Committee (BAC), members of the Technical Working Group (TWG), members of the BAC Secretariat, the head of the Project Management Office (PMO) or the end-user unit, and the project consultants, by consanguinity or affinity up to the third civil degree. On the part of the Bidder, this Clause shall apply to the following persons:

(a) If the Bidder is an individual or a sole proprietorship, to the Bidder himself;

(b) If the Bidder is a partnership, to all its officers and members;

(c) If the Bidder is a Corporation, to all its officers, directors, and controlling stockholders; and

(d) If the Bidder is a joint venture (JV), the provisions of items (a), (b), or (c) of this Clause shall correspondingly apply to each of the members of the said JV, as may be appropriate.

Relationship of the nature described above or failure to comply with this Clause will result in the automatic disqualification of a Bidder.
6. ELIGIBILITY CRITERIA OF BIDDERS

6.1 Unless otherwise provided in the BDS, the following persons shall be eligible to participate in this bidding:

(a) Duly licensed Filipino citizens/sole proprietorships;
(b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
(c) Corporations duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
(d) Cooperatives duly organized under the laws of the Philippines; and
(e) Persons/entities forming themselves into a Joint Venture (JV), i.e., a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, that Filipino ownership or interest of the JV concerned shall be at least sixty percent (60%).

6.2 Government owned or -controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

6.3 Unless otherwise provided in the BDS, the Bidder must have completed a Single Largest Completed Contract (SLCC) similar to the Project and the value of which, adjusted, if necessary, by the Bidder to current prices using the Philippine Statistics Authority (PSA) consumer price index, must be at least equivalent to a percentage of the ABC stated in the BDS.

For this purpose, contracts similar to the Project shall be those described in the BDS, and completed within the relevant period stated in the Invitation to Bid.

6.4 The Bidder must submit a computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid, calculated as follows:

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

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.

7. BIDDER'S RESPONSIBILITIES

7.1 The Bidder or its duly authorized representative shall submit a sworn statement in the prescribed bidding.

7.2 The Bidder is expected to examine all instructions, forms, terms, and specifications
the Bidding Documents.

7.3 It shall be solely responsibility of the Bidder to determine and to satisfy itself by such means as it considers necessary or desirable as to all matters pertaining to the contract to be bid, including: (a) the location and nature of the project; (b) climatic conditions; (c) transportation facilities; and (d) other factors that may affect the cost, duration, and execution or implementation of this Project.

7.4 The National Security Council shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the procuring entity.

7.5 The Bidder shall bear all costs associated with the preparation and submission of his bid, and the National Security Council will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

8. SUBCONTRACT

Unless otherwise specified in the BDS, the Bidder may subcontract portions of the Goods to an extent as may be approved by the NSC and stated in the BDS. However, subcontracting of any portion shall not relieve the Bidder from any liability or obligation that may arise from the contract for this Project.

Subcontractors must submit the documentary requirements under ITB Clause 12 and comply with the eligibility criteria specified in the BDS. In the event that any subcontractor is found by the NSC to be ineligible, the subcontracting of such portion of the Goods shall be disallowed.

The Bidder may identify the subcontractor to whom a portion of the Goods will be subcontracted at any stage of the bidding process or during contract implementation. If the Bidder opts to disclose the name of the subcontractor during bid submission, the Bidder shall include the required documents as part of the technical component of its bid.

B. CONTENTS OF BIDDING DOCUMENTS

9. PRE-BID CONFERENCE

9.1.(a) If so specified in the BDS, a pre-bid conference shall be held at the venue and on the date indicated therein, to clarify and address the Bidders’ questions on the technical and financial components of this Project.

(b) The pre-bid conference shall be held at least twelve (12) calendar days before the deadline for the submission and receipt of bids. If the Procuring Entity determines that, by reason of the method, nature, or complexity of the contract to be bid, or when international participation will be more advantageous to the GOP, a longer period for the preparation of bids is necessary, the pre-bid conference shall be held at least thirty (30) calendar days before the deadline for the submission and receipt of bids, as specified in the BDS.

9.2. Bidders are encouraged to attend the pre-bid conference to ensure that they fully understand the NSC’s requirements.

9.3. Any statement made at the pre-bid conference shall not modify the terms of the Bidding Documents unless such statement is specifically identified in writing as an amendment thereto and issued as a Supplemental/Bid Bulletin.
C. PREPARATION OF BIDS

10. LANGUAGE OF BID

The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder’s country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder’s affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.

11. DOCUMENTS COMPRISING THE BID: ELIGIBILITY AND TECHNICAL COMPONENTS

11.1 Unless otherwise indicated in the BDS, the first envelope shall contain the following eligibility and technical documents:

**ELIGIBILITY DOCUMENTS —**

**CLASS “A” Documents:**

**Legal Documents**

I. PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR, provided, that the winning bidder shall register with the PhilGEPS in accordance with section 37.1.4 of the IRR.

II. Registration Certificate from SEC, Department of Trade and Industry (DTI) for Sole proprietorship, or CDA for cooperatives.

III. Mayor’s/Business permit issued by the city of municipality where the principal place of business of the prospective bidder is located;

IV. Tax Clearance per Executive Order No. 398, series of 2005, as finally reviewed and approved by the BIR;

**Technical Documents**

V. Statement of all its ongoing government and private contracts within the period stated in the BDS, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; and

VI. Statements identifying the bidder’s single largest completed contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sec 23.4.1.3 of the IRR, within the relevant period as provided in the BDS.

- Photocopy of Single Largest Completed Contract or Purchase Order (at least 50% of the ABC).
- Certificate of Completion or Acceptance from the Bidder’s client or Official Receipt.

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

1) name of the contract;
2) date of the contract;
3) kinds of goods;
4) amount of contract and value of outstanding contracts;
5) date of delivery; and
6) end-user’s acceptance or official receipt(s) issued for the contract, if completed.

VII. The Bid Security in the prescribed form, amount and validity period;
VIII. Conformity with Section IV: Schedule of Requirement as enumerated in the Terms of Reference (TOR).

IX. Conformity with Section V: Technical Specifications and as enumerated in the Terms of Reference (TOR).

X. Sworn Statement by the prospective bidder or its duly authorized representative as to the following:

1. 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 to participate, submit the bid, and to sign and execute the ensuing contract accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary’s Certificate, whichever is applicable;
2. 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 institutions;
3. Each of the documents submitted in satisfaction of the bidding requirement is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
4. It is authorizing the Head of the Procuring Entity or his duly authorized representative(s) to verify all the documents submitted.
5. It complies with the disclosure provision under Section 47 of the Act in relation to other provisions of R.A. 9184;
6. It complies with the responsibilities of a prospective or eligible bidder;
7. It complies with existing labor laws and standards, in the case of procurement of services;
8. It 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.

XI. Authority of the Signatory

Financial Documents

XII. Audited Financial Statement stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

XIII. NFCC computation in accordance with ITB Clause 6.4 or a committed Line of Credit from a universal or commercial bank.

In addition to the above eligibility documents (Class “A”) listed in the 11.1, the following documents must also be included in the envelope 1:

a. List of clients with updated contact persons, telephone numbers and address (minimum of at least 10 Clients);
b. General Information Sheet for CY 2017 or 2018 (Original or Certified True Copy by the SEC);
c. VAT Registration & TIN Taxpayer (Original or Certified True Copy by the BIR);
d. Company Profile

Class “B” Document:

XIV. If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized
12. DOCUMENTS COMPRISING THE BID: FINANCIAL COMPONENT

12.1 Unless otherwise stated in the BDS, the Second Bid Envelope (Financial Bid Proposal) of the bid shall contain the following financial information, at least:

a. Completely filled in Financial Bid Proposal Form, which includes bid prices and the applicable Price Schedules;
b. Recurring and maintenance costs, if applicable.
c. All documents submitted should be original certified true copies signed by the authorized signatory of the company.

12.2 Unless otherwise stated in the BDS, all bids that exceed the ABC shall not be accepted.

13. BID PRICES

The bidders shall use Bid Proposal Form and complete all the required data in the Schedule of Requirements which included the Government taxes, duties, fees and other charges. The bid rate shall be written in words as well as in figures. In case of discrepancy between the words and figures, the price in words shall prevail. In case of discrepancy in the unit rate and extension thereof, the UNIT Rate governs.

14. BID CURRENCIES

The Bid prices shall be fixed and quoted in Philippine Peso. Payment shall be made in Philippine Peso.

15. BID VALIDITY

Validity of offers is for a period of ONE HUNDRED TWENTY (120) calendar days from date of bid opening.

16. BID SECURITY

16.1 All bids must be accompanied by BID SECURITIES payable to the National Security Council denominated in Philippine Currency, equivalent to a percentage of the approved budget for the contract to bid and shall be in any one of the following forms that bidders may opt to use which shall include the Bid Securing Declaration in accordance with following schedule:

<table>
<thead>
<tr>
<th>Form of Bid Security</th>
<th>Amount of Bid Security (Equal to Percentage of the ABC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Cash, Cashier’s/Manager’s Check/Bank Draft/guarantee Confirmed by a Universal or Commercial Bank</td>
<td>Two percent (2%)</td>
</tr>
<tr>
<td>b) 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</td>
<td>Two percent (2%)</td>
</tr>
<tr>
<td>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</td>
<td>Five percent (5%)</td>
</tr>
<tr>
<td>e) Bid Securing Declaration</td>
<td>No Percentage required.</td>
</tr>
</tbody>
</table>

For items a, b, and c, Bid Securities should be CALLABLE ON DEMAND.

16.2 The bid security should be valid for the period stated in the BDS. Any bid not accompanied by an acceptable bid security shall be rejected by the NSC as non-responsive.

16.3 Grounds for Forfeiture of Bid Security:
16.3(a) Withdrawal of Bid Offer within the period of bid validity.

16.3(b) If the successful bidder fails within the specified time to:
1. Sign the contract
2. Proceed with its obligation in the Contract
3. Submit the required securities and insurances; and
4. Provide the item that complies with specifications within the period stated in the Contract.

17. FORMAT AND SIGNING OF BIDS

17.1 Interested Bidders shall submit their bids through their duly authorized representative using the appropriate forms provided in Section VI: Bidding Forms on or before the deadline specified in the ITB Clause 19 in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements under ITB Clause 11 and the second shall contain the financial component of the bid specified in ITB Clause 12.

17.2 Forms as mentioned in ITB Clause 17.1 must be completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.

17.3 The Bidder shall prepare and submit an original certified true copy of the first and second envelopes as described in ITB Clauses 11 and 12. In addition, the Bidder shall submit copies of the first and second envelopes. In the event of any discrepancy between the original and the copies, the original shall prevail.

17.4 Each and every page of the Bid Form, including the Schedule of Prices, under Section VI hereof, shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid.

17.5 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.

18. SEALING AND MARKING OF BIDS

18.1 Interested Bidders shall enclose their original certified true copies of eligibility and technical documents described in ITB Clause 11 in one sealed envelope marked “ORIGINAL CERTIFIED TRUE COPY - TECHNICAL BID PROPOSAL”, and the original certified true copies of their financial component in another sealed envelope marked “ORIGINAL CERTIFIED TRUE COPY - FINANCIAL BID PROPOSAL”, sealing them all in an outer envelope marked “ORIGINAL CERTIFIED TRUE COPY”.

18.2 Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as “DUPLICATE COPY - TECHNICAL BID PROPOSAL” and “DUPLICATE COPY – FINANCIAL BID PROPOSAL” and the outer envelope as “DUPLICATE COPY”, respectively.

18.3 The original and the number of copies of the Bid as indicated in the BDS shall be typed or written in ink and shall be signed by the Bidder or its duly authorized representative/s.

18.4 All envelopes shall:

a. contain the name of the contract to be bid in capital letters;
b. bear the name and address of the Bidder in capital letters;
c. be addressed to the Procuring Entity’s BAC;
d. bear the specific identification of this bidding process; and
e. bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids.

Company/Bidder’s Name : __________________________
Address : __________________________

To: NATIONAL SECURITY COUNCIL-Bids and Awards Committee (BAC)
Project Title: VARIOUS ICT EQUIPMENT, MICROSOFT LICENSES AND TRAINING

DO NOT OPEN BEFORE ____________

18.5 Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC or the Procuring Entity shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.

D. SUBMISSION AND OPENING OF BIDS

19. DEADLINE FOR SUBMISSION AND RECEIPT OF BIDS

19.1 Bids must be received by the NSC’s BAC at the address and on or before the date and time indicated in the BDS... NSC Time (Wall clock at the new reception area) is the Official Time.

19.2 Bidder’s shall submit their bids through their duly authorized representative using the forms specified in the bidding documents in two (2) separate sealed envelopes, and which shall be submitted simultaneously.

20. LATE BIDS

Any bid submitted after the deadline for submission and receipt of bid prescribed by the NSC, pursuant to ITB Clause 19.1, shall be declared “Late” and shall not be accepted by the NSC.

21. BASIS OF AWARD:

Lowest Calculated Responsive Bid

22. MODIFICATION AND WITHDRAWAL OF BIDS

22.1 The Bidder may modify its bid after it has been submitted; provided that the modification is received by the NSC prior to the deadline prescribed for submission and receipt of bids. The Bidder shall not be allowed to retrieve its original bid, but shall be allowed to submit another bid equally sealed, properly identified, linked to its original bid marked as “TECHNICAL MODIFICATION” or “FINANCIAL MODIFICATION” and stamped “received” by the BAC. Bid modifications received after the applicable deadline shall not be considered and shall be returned to the Bidder unopened.

22.2 A Bidder may, through a Letter of Withdrawal, withdraw its bid after it has been submitted, for valid and justifiable reason; provided that the Letter of Withdrawal is received by the NSC prior to the deadline prescribed for submission and receipt of bids.

22.3 Bids requested to be withdrawn in accordance with ITB Clause 19.1 shall be returned unopened to the Bidders. A Bidder may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of bids. A Bidder that withdraws its bid shall not be permitted to submit another bid, directly or indirectly, for the same contract.
22.4 No bid may be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the dead line for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Financial Bid Form. Withdrawal of a bid during this interval shall result in the forfeiture of the Bidder’s bid security and the imposition of administrative, civil and criminal sanctions as prescribed by RA 9184 and its IRR.

23. OPENING AND PRELIMINARY EXAMINATION OF BIDS

23.1 The BAC shall open the first bid envelopes of Bidders in public as specified in the BDS to determine each Bidder’s compliance with the documents prescribed in ITB Clause 11. For this purpose, the BAC shall check the submitted documents of each bidder against a checklist of required documents to ascertain if they are all present, using a non-discretionary “pass/fail” criterion. If a bidder submits the required document, it shall be rated “passed” for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as “failed”. Otherwise, the BAC shall rate the said first bid envelope as “passed”.

23.2 Unless otherwise specified in the BDS, immediately after determining compliance with the requirements in the first envelope, the BAC shall forthwith open the second bid envelope of each remaining eligible bidder whose first bid envelope was rated “passed”. The second envelope of each complying bidder shall be opened within the same day. In case one or more of the requirements in the second envelope of a particular bid is missing, incomplete or patently insufficient, and/or if the submitted total bid price exceeds the ABC, the BAC shall rate the bid concerned as “failed”.

Only bids that are determined to contain all the bid requirements for both components shall be rated “passed” and shall immediately be considered for evaluation and comparison.

23.3 Letters of Withdrawal shall be read out and recorded during bid opening, and the envelope containing the corresponding withdrawn bid shall be returned to the Bidder unopened. If the withdrawing Bidder’s representative is in attendance, the original bid and all copies thereof shall be returned to the representative during the bid opening. If the representative is not in attendance, the bid shall be returned unopened by registered mail. The Bidder may withdraw its bid prior to the deadline for the submission and receipt of bids, provided that the corresponding Letter of Withdrawal contains a valid authorization requesting for such withdrawal, subject to appropriate administrative sanctions.

23.4 The NSC shall prepare the minutes of the proceedings of the bid opening that shall include, as a minimum: (a) names of Bidders, their bid price, bid security, findings of preliminary examination; and (b) attendance sheet. The BAC members shall sign the abstract of bids as read.

E. EVALUATION

24. POST-QUALIFICATION

24.1 The NSC shall determine to its satisfaction whether the Bidder that is evaluated as having submitted the Lowest Calculated Bid (LCB) complies with and is responsive to all the requirements and conditions specified in ITB Clauses 11, 12, and 13.

24.2 Within a non-extendible period of three (3) calendar days from receipt by the bidder of the notice from the BAC that it submitted the LCB, the Bidder shall submit the following documentary requirements:

(a) Latest income and business tax returns in the form specified in the BDS;
(b) Certificate of PhilGEPS Registration or PhilGEPS Registration Number if the procuring entity is a Philippine foreign office or post, provided that participating bidders should register with the PhilGEPS prior to bid opening; and
(c) Other appropriate licenses and permits required by law and stated in the BDS.

Failure of the Bidder declared as Lowest Calculated Bid to duly submit the requirements under this Clause or a finding against the veracity of such shall be ground for forfeiture of the bid security and disqualification of the Bidder for award.

24.3 The determination shall be based upon an examination of the documentary evidence of the Bidder’s qualifications submitted pursuant to ITB Clauses 11, 12 and 13, as well as other information as the NSC deems necessary and appropriate, using a non-disccretionary “pass/fail” criterion.

24.4 If the BAC determines that the Bidder with the Lowest Calculated Bid passes all the criteria for post-qualification, it shall declare the said bid as the Lowest Calculated Responsive Bid, and recommend to the Head of the NSC the award of contract to the said Bidder at its submitted price or its calculated bid price, whichever is lower.

24.5 A negative determination shall result in rejection of the Bidder’s Bid, in which event the NSC shall proceed to the next Lowest Calculated Bid to make a similar determination of that Bidder’s capabilities to perform satisfactorily. If the second Bidder, however, fails the post qualification, the procedure for post qualification shall be repeated for the Bidder with the next Lowest Calculated Bid, and so on until the Lowest Calculated Responsive Bid is determined for contract award.

25. RESERVATION CLAUSE

25.1 Based on the following grounds, the NSC reserves the right to reject any and all bids, declare a Failure of Bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding:

a) If there is prima facie evidence of collusion between appropriate public officers or employees of the NSC, or between the BAC and any of the bidders, or if the collusion is between or among the bidders themselves, or between a bidder and a third party, including any act which restricts, suppresses or nullifies or tends to restrict, suppress or nullify competition;

b) If the NSC’s BAC is found to have failed in following the prescribed bidding procedures; or

c) For any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the GOP as follows:

(i) If the physical and economic conditions have significantly changed so as to render the project no longer economically, financially or technically feasible as determined by the head of the NSC;

(ii) If the project is no longer necessary as determined by the head of the NSC; and

(iii) If the source of funds for the project has been withheld or reduced through no fault of the NSC.

25.2 In addition, the NSC may likewise declare a failure of bidding when:

(a) No bids are received;

(b) All prospective bidders are declared ineligible;

(c) All bids fail to comply with all the bid requirements or fail post-qualification; or

(d) The bidder with the Lowest Calculated Responsive Bid (LCRB) refuses, without justifiable cause to accept the award of contract, and no award is made.
F. AWARD OF CONTRACT

26. CONTRACT AWARD

26.1 Subject to ITB Clause 21, the NSC shall award the contract to the Bidder whose bid has been determined to be the Lowest Calculated Responsive Bid (LCRB).

26.2 At the same time as the NSC notifies the successful Bidder that its bid has been accepted, the NSC shall send the Contract Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.

26.3 Within ten (10) calendar days from receipt of the Notice of Award, the successful Bidder shall post the required performance security and sign and date the contract and return it to the NSC.

26.4 The NSC shall enter into contract with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.

26.5 The following documents shall form part of the contract:
   (a) Contract Agreement;
   (b) Bidding Documents;
   (c) Winning bidder’s bid, including the Technical and Financial Proposals, and all other documents/statements submitted;
   (d) Performance Security;
   (e) Credit line in accordance with ITB Clause 6.4, if applicable;
   (f) Notice of Award of Contract; and
   (g) Other contract documents that may be required by existing laws and/or specified in the BDS.

27. PERFORMANCE SECURITY

27.1 To guarantee the faithful performance by the winning Bidder of its obligations under the contract, it shall post a performance security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from the NSC and in no case later than the signing of the contract.

27.2 The performance security shall be in an amount equal to percentage of the total Contract price, denominated in Philippine Peso and posted in favor of the NSC in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Form of Performance Security</th>
<th>Amount of Performance Security (Equal to Percentage of the Total Contract Price)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Cash or cashier’s/manager’s check issued by a Universal or Commercial Bank.</td>
<td>Five percent (5%)</td>
</tr>
<tr>
<td>(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.</td>
<td></td>
</tr>
<tr>
<td>(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.</td>
<td>Thirty percent (30%)</td>
</tr>
</tbody>
</table>

27.3. Failure of the successful Bidder to comply with the above-mentioned requirement shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security, in which event the NSC shall initiate and complete the post qualification of the second Lowest Calculated Bid. The procedure shall be repeated until the LCRB is identified and selected for contract award. However, if no Bidder passed post-qualification, the BAC shall declare the bidding a failure and conduct a re-bidding with re-advertisement.

28. NOTICE TO PROCEED

Within seven (7) calendar days from the date of approval of the contract by the appropriate government approving authority, the NSC shall issue the Notice to Proceed (NTP) together with a copy or copies of the approved contract to the successful Bidder. All notices called for by the terms of the contract shall be effective only at the time of receipt thereof by the successful Bidder.
### SECTION III: BID DATA SHEET

| 1.1 | The Procuring Entity is the **NATIONAL SECURITY COUNCIL** |
| 1.2 | The name of the project is: **Supply and Delivery of Various ICT Equipment, Microsoft Office Licenses and Training** |
| 2 | **Scope of work: Please refer to the Terms of Reference (TOR)**  
Bidders shall comply with the following:  
  
**A.3.1** The implementation of the procurement of various ICT equipment, software and training will primarily be at the NSC in Quezon City and the PSR in Malacañang Park.  
  
**A.3.2** Supply and delivery of brand-new desktop computers with Windows 10 Pro 64-bit edition, including monitor, keyboard, mouse, and other accessories as mentioned in the minimum technical specifications;  
  
**A.3.3** Supply and delivery of brand-new laptop computers with Windows 10 Pro 64-bit edition, including its accessories as mentioned in the minimum technical specifications;  
  
**A.3.4** Supply and delivery of brand-new printers and scanners with its accessories as described in the minimum technical specifications;  
  
**A.3.5** Supply and delivery of different Microsoft Office Licenses;  
  
**A.3.6** Provision of training programs on MS Word, MS Excel and MS PowerPoint for three (3) batches consists of three (3) days for each batch;  
  
**A.3.7** The project shall cover the warranty, maintenance, and support service for the ICT equipment to cover at least three (3) years on parts and labor to ensure stability of the equipment.  

<p>| 3 | The Funding Source is: <strong>The Government of the Philippines (GOP) through the General Appropriations Act (GAA) for FY-2019 in the amount of TWELVE MILLION ONE HUNDRED TWENTY- NINE THOUSAND NINE HUNDRED TWENTY PESOS ONLY (PhP12,129,920.00) inclusive of VAT and other applicable taxes.</strong> |
| 6.1 | <strong>No further instructions.</strong> |
| 6.3 | The Bidder must have completed, within the three (3) years prior to the deadline of submission and receipt of bids for this project, a single contract that is similar to the project at hand and whose value must be at least fifty percent (50%) of ABC to be bid. |
| 8 | Subcontracting is not allowed |
| 9.1 | The Procuring Entity will hold a pre-bid conference for this project on <strong>18 October 2019, 1:00pm</strong> at Mayon Conference Room, No. 5 NIC Compound, V. Luna Road corner East Avenue, Quezon City |
| 11.1 | Per GPPB Res. No. 16-2014, Bidder’s Statement of all <strong>on-going and awarded</strong> but not yet started government and private contracts (whether similar or not similar in nature and complexity on the contract to be bid). Instruction to bidders are provided in the standard form for this requirement, attached in Section VI. Bidding Forms. |</p>
<table>
<thead>
<tr>
<th>Section</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.1 (VI)</td>
<td>Per GPPB Res. No. 16-2014, Bidder’s Statement of <strong>single largest completed contract similar to the contract</strong> to be bid, within <strong>three (3) years period</strong> prior to the deadline for submission and receipt of bids for this project. Instruction to bidders are provided in the prescribed form for this requirement, attached in Section VI. Bidding Forms.</td>
</tr>
<tr>
<td>12.1</td>
<td><strong>No further Instructions</strong></td>
</tr>
<tr>
<td>12.2</td>
<td>The <strong>ABC is Php12,129,920.00.</strong> All bids exceeding this amount shall not be accepted.</td>
</tr>
<tr>
<td>15</td>
<td>Bid shall be valid for 120 calendar days from the dates of opening of bids.</td>
</tr>
</tbody>
</table>
| 16.1 | The Bid Security shall be in the form of Bid Securing Declaration or any of the following form and amounts to the **National Security Council** denominated in Philippine Currency, equivalent to a percentage of the approved budget for the contract to bid:  
1. **Php242,598.40 (2%) of ABC**, for Cash, Cashier’s/Manager’s check, Bank Draft/Guarantee or irrevocable letter of credit;  
2. **Php606,496.00 (5%) of ABC** for Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission. |
| 16.2 | The bid security shall be valid until 120 calendar days from Bid Opening. |
| 17 | **No further instructions** |
| 18.3 | Each bidder shall submit one (1) originally signed certified true copy of the original documents of the Eligibility and Technical Bid Proposal contained in one sealed envelope, marked as “**ORIGINAL CERTIFIED TRUE COPY-TECHNICAL BID PROPOSAL.**”, as well as, one (1) originally signed certified true copy of the original documents of Financial Bid Proposal contained in another envelope, marked as “**ORIGINAL CERTIFIED TRUE COPY-FINANCIAL BID PROPOSAL**”, then seal in one big brown envelope and marked as **ORIGINAL CERTIFIED TRUE COPY.** The duplicate copies of the Eligibility and Technical Bid Proposal and the Financial Bid Proposal, shall each be contained in two (2) separate envelopes to be placed inside the big brown envelope and marked as **DUPLICATE COPY.** Bidder must arrange each bid document into sections with tabs properly labeled separating each document according to the provided checklist. |
| 19.1 | Bid proposal shall be submitted to:  
**National Security Council**  
**BAC Secretariat**  
No. 5 V. Luna Road corner East Avenue,  
Brgy. Pinyahan, Quezon City  
**Contact Person:** Ms. Elvira B. Pareja  
**Telephone No.: 02-927-4245 loc 1506**  
**Email add:** property@nsc.gov.ph  
**The deadline for submission of bids is on or before 30 October 2019, 1:00pm.** |
<p>| 20 | Bids submitted after <strong>30 October 2019, 1:00pm</strong> shall be considered late and not be accepted. |</p>
<table>
<thead>
<tr>
<th></th>
<th>The basis of award shall be the <em>Lowest Calculated Responsive Bid (LCRB)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td><em>No further instructions</em></td>
</tr>
<tr>
<td>23</td>
<td>The place of bid opening is: Mayon Conference Room, National Security Council, No. 5 V Luna Road, East Avenue, Quezon City</td>
</tr>
<tr>
<td></td>
<td>The date and time of bid opening is on <strong>30 October 2019 at 1:00 PM</strong></td>
</tr>
</tbody>
</table>
**SECTION IV: SCHEDULE OF REQUIREMENTS**

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

**Supply and Delivery of various ICT Equipment, Microsoft office Licenses and Training**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity/Units</th>
<th>Delivery Date</th>
</tr>
</thead>
</table>
| I    | Lot No. 1- Supply and Delivery of various ICT Equipment:  
- Desktop Computer  
- Laptop Computer  
- Printers  
- Scanner  
Lot No. 2- MS Office License and Training  
C. Microsoft Office User License  
- Office 365 Business Premium with 1TB OneDrive Cloud storage with advanced security per person  
- Professional 2019-Perpetual  
- Standard 2019-Perpetual  
- Home and Business 2019-Perpetual  
D. Microsoft Office Training  
[with three (3) batches and three (3) training days per batch] – 105 Pax | 60 units  
42 units  
20 units  
10 units | Within thirty (30) calendar days upon receipt of Notice To Proceed  
38 users  
10 users  
10 users  
145 users |

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

<table>
<thead>
<tr>
<th>Name of Company/Bidder</th>
<th>Signature over Printed Name of Representative</th>
<th>Date</th>
</tr>
</thead>
</table>
## SECTION V: TECHNICAL SPECIFICATIONS

Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each “Specification” stating the corresponding performance parameter of the equipment offered by the Bidder. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidder’s Bid and cross-referenced to that evidence.

Evidence shall be in the form of manufacturer’s product brochures, specification sheet, manuals etc., as appropriate. Any of these evidences should be downloadable from product or manufacturer’s website or otherwise verifiable by any means reasonable and acceptable to the Bids and Awards Committee.

The specifications as indicated below are minimum parameters and a bidder may offer items equivalent to or superior than these specifications.

The bidder shall supply and deliver the following minimum specifications:

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Bidder’s Offer</th>
<th>Comply /Not Comply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot 1 ICT EQUIPMENT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DESKTOP COMPUTER:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Processor:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intel® Core™ i7 8th Gen</td>
<td></td>
<td></td>
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<tr>
<td>Operating System:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microsoft® Windows 10 Pro (64-bit)</td>
<td></td>
<td></td>
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<tr>
<td>Memory:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8GB (1x8GB) 2666MHz DDR4 Memory</td>
<td></td>
<td></td>
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<tr>
<td>Hard Drive:</td>
<td></td>
<td></td>
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<tr>
<td>3.5 inch 1TB 7200rpm SATA HDD (partition: 30% system; 70% data)</td>
<td></td>
<td></td>
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<tr>
<td>Chipset:</td>
<td></td>
<td></td>
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<tr>
<td>Intel® 300 Series Chipset</td>
<td></td>
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<tr>
<td>Optical Drive:</td>
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<td></td>
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<tr>
<td>Internal slim Optical Disk Drive</td>
<td></td>
<td></td>
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<tr>
<td>Optional SD Media Card reader</td>
<td></td>
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<tr>
<td>Video Card:</td>
<td></td>
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<tr>
<td>Integrated Intel® HD Graphics 610/630</td>
<td></td>
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<tr>
<td>Supports NVIDIA GeForce®/discrete graphics</td>
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<tr>
<td>Power:</td>
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<tr>
<td>Typical 92% Efficient PSU (80 PLUS Platinum) or Manufacturer Standard ENERGY STAR compliant</td>
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<td>Ports:</td>
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<tr>
<td>1 x USB 3.1 Type-C</td>
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<tr>
<td>4 x USB 3.1 Gen 1</td>
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<tr>
<td>1 x USB 2.0 (optional)</td>
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<tr>
<td>1 x RJ-45</td>
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<tr>
<td>1 x Serial</td>
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<tr>
<td>1 x HDMI or DisplayPort</td>
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<tr>
<td>1 x PS/2 (optional)</td>
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<td>1 x UAJ</td>
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<tr>
<td>1 x VGA</td>
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<tr>
<td>Slots:</td>
<td></td>
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<tr>
<td>1 M.2 for storage</td>
<td></td>
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<tr>
<td>1 M.2 for wireless</td>
<td></td>
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<tr>
<td>Chassis:</td>
<td></td>
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<tr>
<td>Bays</td>
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<tr>
<td>HDD</td>
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<tr>
<td>Internal slim ODD</td>
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<tr>
<td>Form Factor:</td>
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<tr>
<td>Tower Type</td>
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<tr>
<td>Security:</td>
<td></td>
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<tr>
<td>Chassis lock slot support</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lockable cable cover/Kensington lock</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### LAPTOP COMPUTER:

**Processor**
- Intel® Core™ i7 8th Gen

**Operating System**
- Windows 10 Pro (64bit) English

**Memory**
- 8GB (1x8GB) RAM

**Video Card**
- Intel® UHD Graphics

**Display**
- 14" FHD

**Audio and Speakers**
- Stereo speakers with high quality

**Hard Drive**
- 1TB SATA HDD (partition: 30% system; 70% data)

**Power**
- Battery 45WHR battery
- A/C Adapter

**Camera**
- HD (720p) webcam

**Wireless**
- Intel® Dual Band wireless 802.11ac Wi-Fi and Bluetooth

**Ports**
- 1 x USB-C 3.1 Gen 1
- 1 x USB-C 3.1 Gen 2/Thunderbolt™
- 1 x MicroSD Card Reader
- 1 x Headset Jack
- 1 x HDMI

**Slots**
- Lock Slot

**Exterior Chassis Materials**
- Manufacturer standard

**Keyboard**
- Backlit keyboard, spill-resistant

**Security (optional)**
- Microsoft® Hello compliant fingerprint reader

**Screen**
- FHD resolution display, LED backlit, anti-glare

**Touchpad**
- Multi-touch surface touchpad

**Dimension/Weight**
- 14inch, not more than 2 kgs.

**Regulatory**
- Environmental Standards (eco-labels)
- ENERGY STAR
- EPEAT Registered
- TCO Certified

**Others**
- Bag, other accessories
<table>
<thead>
<tr>
<th><strong>PRINTER:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Function(s)</strong></td>
<td>Print</td>
</tr>
<tr>
<td><strong>Print speed</strong></td>
<td>At least 27 ppm</td>
</tr>
<tr>
<td><strong>Two-sided printing</strong></td>
<td>Automatic duplex print option</td>
</tr>
<tr>
<td><strong>Paper trays/paper handling</strong></td>
<td>With at least 50-sheet multipurpose tray; at least 250-sheet input tray</td>
</tr>
<tr>
<td><strong>Print Technology</strong></td>
<td>Laser</td>
</tr>
<tr>
<td><strong>Printer Management</strong></td>
<td>GUI management access or application</td>
</tr>
<tr>
<td><strong>Connectivity/Network capability</strong></td>
<td>Hi-speed USB port; built-in gigabit ethernet 10/100/1000 base-tx port; auto-crossover ethernet; wireless 802.11 b/g/n/2.4GHz wi-fi radio; 802.1x authentication;</td>
</tr>
<tr>
<td><strong>Mobile printing capability</strong></td>
<td>Apple airprint; google cloud print; smart app and other mobile app; wi-fi direct printing</td>
</tr>
<tr>
<td><strong>Wireless capability</strong></td>
<td>Built-in dual-band wi-fi; wep/wpa/wpa2/wpa enterprise; encryption; wps; bluetooth</td>
</tr>
<tr>
<td><strong>Memory</strong></td>
<td>512 MB NAND flash, 512 mb dram</td>
</tr>
<tr>
<td><strong>Processor speed</strong></td>
<td>1200 MHz</td>
</tr>
<tr>
<td><strong>Media sizes/custom</strong></td>
<td>Tray 1: 76 x 127 to 216 x 356 mm; tray 2: 100 x 148 to 216 x 356 mm</td>
</tr>
<tr>
<td><strong>Compatibility operating system</strong></td>
<td>Windows Client OS (32/64 bit), Win10, Win8.1, Win 8 Basic, Win8 Pro, Win8 Enterprise, Win8 Enterprise N, Win7 Starter Edition SP1, UPD Win7 Ultimate, Mobile OS, iOS, Android, Mac, Apple® macOS Sierra v10.12, Apple® macOS High Sierra v10.13, Apple® macOS Mojave v10.14, Discrete PCL6 Printer Driver</td>
</tr>
<tr>
<td><strong>Security management</strong></td>
<td>Secure Boot; Secure Firmware Integrity; Runtime Code Integrity; password protected EWS; secure browsing via SSL/TLS 1.0; TLS 1.1; TLS 1.2; IPP over TLS; Network: enable/disable network ports and features; unused protocol and service disablement; SNMPv1; SNMPv2; and SNMPv3; community password change; HTTPS with certificate validation; HTTP Basic Access Authentication; SASL authentication; Firewall and ACL; control panel lock; certificates configuration; UPD PIN printing; Syslog; signed firmware; administrator settings; 802.1x authentication (EAP-TLS, and PEAP); authentication via WEP; WPA/WPA2 Personal; WPA2-enterprise; encryption via AES or TKIP; Encrypted data storage; Secure data erase; Automatic firmware updates; Secure Encrypted Print via optional job storage;</td>
</tr>
<tr>
<td><strong>Fonts and typefaces</strong></td>
<td>84 scalable TrueType fonts</td>
</tr>
<tr>
<td><strong>Control panel</strong></td>
<td>With intuitive touchscreen panel</td>
</tr>
<tr>
<td><strong>Regulatory</strong></td>
<td>Environmental Standards (eco-labels)</td>
</tr>
<tr>
<td></td>
<td>ENERGY STAR</td>
</tr>
<tr>
<td></td>
<td>EPEAT Registered</td>
</tr>
<tr>
<td></td>
<td>CECP</td>
</tr>
<tr>
<td><strong>Power</strong></td>
<td>Internal built-in power supply; auto volt 110 – 240 VAC (+/-10%) 50/60Hz (+/-3 Hz)</td>
</tr>
</tbody>
</table>
**Acoustics**
Acoustic power emissions: 6.2 B(A); Acoustic power emissions (ready): 3.4 B(A); Acoustic pressure emissions bystander (active, printing): 48 dB(A); Acoustic pressure emissions bystander (ready): 14 dB(A)

**SCANNER**
Scanning Speed 40 ppm
Document Size - Multiple Papers
- Length 51 mm to 355.6 mm
- Width 51 mm to 215.9 mm
Document Size - Single Paper
- Length 51 to 5,000 mm
- Width 51 mm to 215.9 mm
Duplex Scan
- Yes
Colour / Black
- Yes / Yes
Color Depth - Input
- 30-bit colour processing
Color Depth - Output
- 24-bit colour processing
Resolution - Optical
- Max. 600 dpi \( \times \) 600 dpi
Resolution - Interpolated
- Max. 1,200 dpi \( \times \) 1,200 dpi
Scanning Width
- Max. 215 mm
Grayscale
- 256 levels
ADF (Automatic Document Feeder)
- Up to 50 pages (Paper: 80 g/m²)
Touchscreen LCD (Liquid Crystal Display)
- 3.7 inches (93.4 mm), TFT colour LCD screen
Power Source
- AC: 220 - 240 V, 50/60 Hz
TWAIN Compliant - Windows®
TWAIN Compliant - Mac OS
- OS X 10.8.5, 10.9.x, 10.10.x
WIA Compliant - Windows®
- Windows® 7 / 8 / 8.1 / 10
ICA Compliant - Mac OS
- OS X 10.8.5, 10.9.x, 10.10.x
ISIS™ Compliant - Windows
- Windows® 7 / 8 / 8.1 / 10
USB
- SuperSpeed USB 3.0
- Use a USB 3.0 cable (Type B) no more than 1.8 meters long
LAN
- 10Base-T / 100Base-TX / 1000Base-T
Wireless LAN
- IEEE 802.11b/g/n (Infrastructure/Ad-hoc Mode)
- IEEE 802.11n (WiFi Direct)
Wireless Network Security
- WEP 64/128-bit, WPA-PSK (TKIP/AES), WPA2-PSK (AES), Enterprise WPA/WPA-PSK (AES), EAP, EAP RAST, PEAP, EAP TLS, EAP TLS
Setup Support Utility
- WPS
- WLAN Assistant
**MICROSOFT OFFICE LICENSES AND TRAINING**

**MICROSOFT OFFICE USER LICENSE**
- **Office 365 Business Premium** - 38 users license
  - Twelve (12) - month subscription
  - For use on multiple PCs/Macs, tablets, and phones (including Windows, iOS, and Android*)
  - Premium versions of Word, Excel, PowerPoint and Outlook, plus Publisher and Access for PC only
  - 1TB OneDrive cloud storage with advanced security per person
  - Collaborate on documents with others online
  - Tech support via chat or phone with Microsoft experts

- **Professional** - 10 users license
  - OLP NL Gov
  - Includes Word, Excel, Powerpoint, One Note, Outlook, Publisher, Access, Sharepoint and Skype for Business (Office Online Applications)
  - Perpetual Users License

- **Standard 2019** - 10 users license
  - OLP NL Gov
  - Includes Word, Excel, Powerpoint, One Note, Outlook, Publisher, and Office Online applications
  - Perpetual Users License

- **Home and Business 2019** - 145 users license
  - Includes Word, Excel, Powerpoint, One Note, Outlook
  - Perpetual Users License

**MICROSOFT OFFICE TRAINING**
- In-house training for 105 persons
- Three (3) batches with three (3) training days per batch

Training Outline
**A. MS Word**

1. Formatting Text and Paragraphs
   - Apply character formatting
   - Align text using tabs
   - Display text as list items
   - Control paragraph layout
   - Apply borders and shading to text
   - Apply styles to text

2. Controlling Text Flow
   - Control paragraph flow
   - Insert section breaks
   - Insert columns
   - Link text boxes to control text flow
   - Creating Table of Contents, Figures and Equations

3. Using Mail Merge
   - About the mail merge features, including manual mail merge tools and the Mail Merge Wizard
   - How to use mail merge to create envelopes, labels, emails, and more
   - How to create a data source using Microsoft Word

4. Adding Tables
   - Insert a table
   - Modify a table
   - Format a table
   - Perform Calculations

5. Creating Custom Graphic Elements
   - Create text boxes and pull quotes
   - Add WordArt and drop caps to text
• Using SmartArt's Processes, Relationship, Cycles and Lists

(6) Using Images in a Document
• Resize an image
• Adjust image appearance
• Integrate pictures and text
• Insert and format screenshots
• Add videos to a document

B. MS PowerPoint

(1) Developing a PowerPoint Presentation
• Select a presentation type
• Build a presentation
• Lay out a presentation
• Edit presentation text
• Create customized presentation with templates
• View and navigate a presentation

(2) Modifying Objects
• Edit objects
• Format objects
• Group objects
• Arrange objects
• Animate objects

(3) Create, Edit, and Import Table and Chart
• Create and Format a Table
• Create, Format and Manipulate a Chart
• Insert a table or chart from Microsoft Excel

(4) Preparing to Deliver Presentation
• Apply transitions / Add special effects
• Use the slide, notes, and handout masters
• Create custom shows
• Secure and share presentations

(5) Modifying the PowerPoint Environment
• Customize the user interface
• Set PowerPoint options

(6) Customizing Design Templates
• Create and manage sections
• Modify slide masters and slide layouts
• Add headers and footers
• Modify the notes master and the handout master

(7) Working with Media and Animations
• Add audio to a presentation
• Add video to a presentation
• Customize animations and transitions
• Create a video or a CD

(8) Customizing a Slide Show
• Annotate a presentation
• Set up a slide show
• Create a custom slide show
• Add hyperlinks and action buttons
• Record a presentation

C. MS Excel

(1) Workbook Basics
• Parts of a Workbook
• Entering and Deleting Data
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 1. | Using Undo and Redo  
Using Cut, Copy, and Paste |
| 2. | Working with Data  
- Inserting Rows and Columns  
- Merging and Splitting Cells  
- Moving Cells  
- Using Paste Special  
- Using Find and Replace  
- Hiding and Unhiding Cells |
| 3. | Basic Excel Tools  
- Understanding Cell References and Formulas  
- Understanding Relative and Absolute Cell References  
- Using Basic Formulas and Functions  
- Using Advanced Functions  
- Using Spell Check  
- Using Sort and Filter |
| 4. | Timesaving Tools  
- Using AutoFill  
- Using Flash Fill  
- Using AutoSum  
- Using AutoComplete  
- Using AutoCalculate |
| 5. | Formatting Text  
- Changing the Font Face, Size, and Color  
- Applying Text Effects  
- Applying Borders and Fill  
- Using the Font Tab of the Format Cells Dialog  
- Clearing Formatting |
| 6. | Formatting Data  
- Wrapping Text  
- Adjusting Cell Alignment  
- Changing Text Direction  
- Changing Number Format |
| 7. | Formatting the Workbook  
- Using Cell Styles  
- Formatting Data as a Table  
- Changing the Theme  
- Inserting Page Breaks  
- Adding a Background |
| 8. | Inserting Art and Objects  
- Inserting SmartArt  
- Inserting Text Boxes  
- Inserting Pictures  
- Inserting Equations  
- Drawing Shapes |
| 9. | Managing and Charting Data  
- Creating Dynamic Worksheets by Using Pivot Table  
- Creating/Inserting Dynamic Charts  
- Transposing Data  
- Converting Text to Columns  
- Using Search and Validation Tools |
| 10. | Printing Workbook  
- Using Excel's Different Views  
- Using Print Preview  
- Printing Settings  
- Adding Headers and Footers  
- Printing Portions of a Worksheet |
I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct otherwise, if found to be false either during bid evaluation, post-qualification or the execution of the contract, the same shall give rise to the imposition of administrative sanctions and the forfeiture of bid security or the performance security posted consistent with section 69.1 and 69.2 of the revised Implementing Rules and Regulations of the Republic Act No. 9184

Company Name

Company Address

AUTHORIZED REPRESENTATIVE:

Signature

Printed Name

Position

Date
SECTION VI: BIDDING FORMS

1. BID FORM
2. STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT WHICH IS SIMILAR IN NATURE
3. STATEMENT OF ALL ONGOING GOVERNMENT AND PRIVATE CONTRACTS INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED
4. CREDIT LINE CERTIFICATE
5. CONTRACT AGREEMENT FORM
6. OMNIBUS SWORN STATEMENT
7. BID SECURING DECLARATION
Bid Form

To: (name and address of Procuring Entity)
Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers (insert numbers), the receipt of which is hereby duly acknowledged, we, the undersigned, offer to the NSC, our services for the project, “Supply and Delivery of various ICT Equipment, Microsoft Office Licenses and Training”, in conformity with the said Bidding Documents for the sum of (total Bid amount in words and figures).

Please see attached Annex A

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in BDS provision for ITB Clause 15 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

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

We certify /confirm that we comply with the eligibility requirements as per ITB Clause 11 of Bidding Documents.

Dated this ______________ day of __________ 20_________.

_________________________ (signature)  ______________________ (in the capacity of)

Duly authorized to sign Bid for and on behalf of __________________________
ANNEX A

For Goods Offered From Within the Philippines

Name of Bidder __________________________. Invitation to Bid\(^1\) Number ____. Page ___ of ____.

Supply and delivery of various ICT Equipment, Microsoft Office Licenses and Training

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

[signature]  
[in the capacity of]  
Duly authorized to sign Bid for and on behalf of ____________________________________

For Goods Offered From Abroad

Name of Bidder __________________________. Invitation to Bid\(^2\) Number ____. Page ___ of ____

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

\(^2\) If ADB, JICA and WB funded projects, use IFB.
Statement of Single Largest Completed Contract
which is Similar in Contract to be bid

Business Name: ________________________________
Business Address: ________________________________

<table>
<thead>
<tr>
<th>Name of Client</th>
<th>Date of the Contract</th>
<th>Kinds of Goods</th>
<th>Amount of Contract</th>
<th>Date of Delivery</th>
<th>End User’s Acceptance or Official Receipt(s) Issued for the Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Submitted by: ________________________________
(Printed Name and Signature)

Designation: ________________________________

Date: ________________________________
Statement of all Ongoing Government and Private Contracts including contracts awarded but not yet started

<table>
<thead>
<tr>
<th>Name of Client</th>
<th>Date of Contract</th>
<th>Kinds of Goods</th>
<th>Value of Outstanding Contracts</th>
<th>Date of Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOVERNMENT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRIVATE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submitted by: ____________________________
(Printed Name and Signature)

Designation: _____________________________

Date: _____________________________

Instructions:

1. State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bid) prior to 30 October 2019.

   If there is no ongoing contract including those awarded but not yet started as of the aforementioned period, state none or equivalent term.

2. The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC)
CREDIT LINE CERTIFICATE

Date: __________________

Name of the Head of the Procuring Entity
Name of the Procuring Entity
Address of the Procuring Entity

CONTRACT/PROJECT: __________________
COMPANY/FIRM: __________________
ADDRESS: __________________

BANK/FINANCING INSTITUTION: __________________
ADDRESS: __________________
AMOUNT: __________________

This is to certify that the above Bank/Financing Institutions with business address indicated above, commits to provide the (Supplier/Distributor/Manufacturer/Contractor), if awarded the above-mentioned Contract, a credit line in the amount specified above which shall be exclusively used to finance the performance of the above-mentioned contract subject to our terms, conditions and requirements.

The credit line shall be available within fifteen (15) calendar days after receipt by the (Supplier/Distributor/Manufacturer/Contractor) of the Notice of Award such line of credit shall be maintained for one hundred twenty (120) calendar days from the date of opening of bids.

This Certification is being issued in favor of said (Supplier/Distributor/Manufacturer/Contractor) in connection with the bidding requirement of (Name of Procuring Entity) for the above-mentioned Contract. We are aware that any false statements issued by us make us liable for perjury.

Name and signature of Authorized Financing Institution Officer:

Official Designation

Concurred By:
Name & Signature of (Supplier/Distributor/Manufacturer/Contractor’s
Authorized Representative: __________________ Official Designation

Note: The Amount committed should be machine validated.
CONTRACT AGREEMENT FORM

THIS AGREEMENT made the ______ day of ______ 2019 between NATIONAL SECURITY COUNCIL of the Philippines (hereinafter called “the Procuring Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part:

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
   (a) the Bid Form and the Price Schedule submitted by the Bidder;
   (b) the Schedule of Requirements;
   (c) the Technical Specifications;
   (d) the Omnibus Sworn Statement;
   (e) the General Conditions of Contract; and
   (f) the Entity’s Notification of Award.

3. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

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

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

Signed, sealed, delivered by ________________ the ____________ (for the Entity)

Signed, sealed, delivered by ________________ the ____________ (for the Supplier)
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 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 of Bidder);

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized 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 National Security Council;

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 the Government of the Philippines or any of its agencies, offices, corporations, or Local government Units, foreign government/foreign or international financing institutions 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, and the head of the Project Management Officer 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 complies with the responsibilities of a prospective and eligible bidder;

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 of official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of __________, 2019 at __________________________, Philippines.

Bidder’s Rep/Authorized Signatory

JURAT

38
REPUBLC OF THE PHILIPPINES)
CITY OF ______________________) S.S.

BID-SECURING DECLARATION

Invitation to Bid/Request for Expression of Interest No. 1: [Insert reference number]

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

1. I/We, the undersigned, declare that:

2. 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.

3. 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.

4. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:

(a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;

(b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;

(c) I am/we are declared as the bidder with the Lowest Calculated and Responsive Bid/Highest Rated and Responsive Bid4, and I/we have furnished the performance security and signed the Contract.

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

[Insert NAME OF BIDDER’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 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 __________

1 Select one and delete the other.
2 Select one and delete the other. Adopt same instruction for similar terms throughout the document.
3 Issued by the GPPB through GPPB Resolution 03-
4 Select one and delete the other
To: BIDDER

Please use the address stub form below in submitting your bid.

**ORIGINAL CERTIFIED TRUE COPY-Technical Bid Proposal**
(Use long Brown Envelope)

Company Name: __________________________
Address: ________________________________

To: NATIONAL SECURITY COUNCIL - Bids & Awards Committee (BAC)
Project Title: ____________________________

Please do not open before __________________

**ORIGINAL CERTIFIED TRUE COPY-Financial Bid Proposal**
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Company Name: __________________________
Address: ________________________________

To: NATIONAL SECURITY COUNCIL - Bids & Awards Committee (BAC)
Project Title: ____________________________

Please do not open before __________________

**DUPLICATE COPY- Technical Bid Proposal**
(Use long Brown Envelope)

Company Name: __________________________
Address: ________________________________

To: NATIONAL SECURITY COUNCIL - Bids & Awards Committee (BAC)
Project Title: ____________________________

Please do not open before __________________

**DUPLICATE COPY-Financial Bid Proposal**
(Use long Brown Envelope)

Company Name: __________________________
Address: ________________________________

To: NATIONAL SECURITY COUNCIL - Bids & Awards Committee (BAC)
Project Title: ____________________________

Please do not open before __________________