



DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)

Procurement Management Division

3F DOE Main Bldg., Energy Center, Rizal Drive Bonifacio

Global City, Taguig City, Philippines 1632

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BIDDING DOCUMENTS

***PROCUREMENT OF PROPERTY INVENTORY MANAGEMENT
SYSTEM (PIMS)***

(Request for Services No.2002-143-PIMS-ITMS)

**6th Edition
July 2020**

Section I. Invitation to Bid



**INVITATION TO BID FOR THE
*Procurement of Property Inventory Management System (PIMS)***

1. The **Department of Energy**, through the **General Appropriations Act of 2021** intends to apply the sum of **Php10,000,000.00** that will be sourced from the **GAA for FY 2021**, being the Approved Budget for the Contract (ABC) to payments under the contract for **RFS No. 2002-143-PIMS-ITMS**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **DOE** now invites bids for the **Procurement of Property Inventory Management System**. Delivery of the Goods and Services is required **180 days upon receipt of Notice to Proceed**. Bidders should have completed, within **five (5) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Under GPPB Resolution No. 09-2020, due to logistical constraint brought about by the public safety emergency, the bidder may submit alternate eligibility documents such as, Expired Business/Mayor's permit with proof and/or receipt of renewal, unnotarized Omnibus Sworn Statement and Bid Securing Declaration form, the said submission is conditioned that the winning bidder shall replace such submission with the proper required documents, otherwise, the corresponding payment will not be processed. The Performance Securing Declaration is acceptable subject to the conditions set forth under the above resolution.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

4. Interested bidders may obtain further information from **Department of Energy – Procurement Management Division** and inspect the Bidding Documents at the address given below during **office hours from Mondays to Fridays 8:00am to 3:00pm**.

**Procurement Management Division
Department of Energy
3F DOE Main Building, Energy Center,
Rizal Drive, Bonifacio Global City
Taguig City, Philippines 1632**

Considering the COVID -19 situation, the DOE only accepts **payment for the bid documents through bank payment (Landbank of the Philippines):**

Payment for	:	Bidding Documents for [Item to be Bidded]
Payee Account Name	:	DOE Trust Fund
Account Number	:	0052-1155-58
Swift Code	:	TLBPPHMM
Beneficiary Address	:	Department of Energy, Energy Center, BGC, Taguig City

Copy of the payment receipt must be emailed to:

Jaymee Joy A. Deogracias:

jaymeedeogracias@gmail.com or jdeogracias@doe.gov.ph

For pre-bid conference purposes, it may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

With the current COVID-19 community quarantine measures, bidders are encouraged to download a copy of the Bid Documents for pre-bid conference purposes instead of physically securing a hard copy at the DOE-BAC Secretariat office.

5. A complete set of Bidding Documents may be acquired by interested Bidders on **11 March 2021** from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to Section 5 of Appendix 8 of the 2016 IRR of RA 9184, in the amount of **Php10,000.00**
6. The Procuring Entity will hold a pre-bid conference for this Project on **18 March 2021 through video conferencing which will start at 4:00 PM at DOE BAC Main Office**. The bidders are required to submit the following information through jaymeedeogracias@gmail.com or jdeogracias@doe.gov.ph:
 1. Complete name of the authorized company representative who will participate in the Pre-Bid Conference. Complete company Name, address and contact details;
 2. Active email addresses where the invitation/link will be sent; and
 3. Indicate the item/s the company would like to participate

Deadline of submission of information is on or before **16 March 2021**. Video conferencing will be through MS Teams, prospective bidders are advised to download MS Teams app prior to the date of the Pre-bid Conference.

7. Bids must be duly received by the BAC Secretariat at the address below on or before **9:00 AM of 31 March 2021 or submission could be made through courier service provided it will be stamped-received by the DOE Records Management Division or the BAC Secretariat on or before 9:00 AM of 31 March 2021. Online submission is not yet available.**

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**

**Procurement Management Division
Department of Energy
3F DOE Main Building, Energy Center,
Rizal Drive, Bonifacio Global City
Taguig City, Philippines 1632**

9. Bid opening shall be on **31 March 2021 at 9:30 AM, DOE – Audio Visual Room, DOE-Main Building**. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.


**Department of Energy
DOE Main Building, Energy Center,
Rizal Drive, Bonifacio Global City
Taguig City, Philippines 1632**

Due to community quarantine measures, only one representative is allowed to attend the bid opening and will be required to follow the DOE Protocol for Visitors; compliance to social distancing, wearing of masks, body temperature screening, filling up of self-screening form which must be filled-up prior to the arrival at DOE (the form can be downloaded at the DOE website). Visitors who shows signs of COVID-19 related symptoms such as, cough, flu, fever, high body temperature, sneezing are advised not to proceed to DOE since they will not be allowed to enter the DOE compound. Virtual witnessing of the opening bids for Bidders is not yet available.

10. To minimize errors in the preparation of bids, bidders are strongly enjoined to send the person or representative actually preparing their bids to attend/participate in the Pre-bid Conference. The bidders' representative shall carefully consider all the discussions during the Pre-bid Conference and be guided by them in the preparation of bids.
11. The **Department of Energy (DOE)** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

Jaymee Joy A. Deogracias
Procurement Management Division
3F DOE Main Bldg., Energy Center,
Rizal Drive Bonifacio Global City,
Taguig City, Philippines 1632
Email address: jdeogracias@doe.gov.ph
Telephone/Facsimile: (02) 3479-2900 local 383 (02) 8541-4105
Website: www.doe.gov.ph



ASEC. ROBERT B. UY
Vice - Chairperson
Bids and Awards Committee

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **Department of Energy** wishes to receive Bids for the **Procurement of Property Inventory Management System (PIMS)**, under **Request for Services No. 2002-143-PIMS-ITMS**

2. Funding Information

2.1. The GOP through the source of funding as indicated below for GAA CY2021 in the amount of Php10,000,000.00

2.2. The source of funding is: NGA, the General Appropriations Act or Special Appropriations.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at least fifty percent (50%) of the ABC.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that: **Subcontracting is not allowed.**

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through videoconferencing as indicated in paragraph 6 of the IB.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the IB, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

10.2. The Bidder's SLCC as indicated in ITB Clause 5.3 should have been completed within *five (5) years* prior to the deadline for the submission and receipt of bids.

10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.

11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.

- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
- a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

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

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until **31 July 2021**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB Clause 14** shall be submitted for each lot or item separately.

19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. The Project shall be awarded as One (1) Project having several items that shall be awarded as one contract.

19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

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

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> a. Software Design, Development and Implementation b. completed within five (5) years prior to the deadline for the submission and receipt of bids.
7.1	Subcontracting no allowed
12	The price of the Goods shall be quoted DDP – Department of Energy, Taguig City or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> a. The amount of not less than Ph 200,000.00 if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Php500,000.00 if bid security is in Surety Bond.
15.	Each Bidder shall submit one (1) original and four (4) copies of the first and second components of its bid.
20.2	No further Instructions

Handwritten signature/initials

Section IV. General Conditions of Contract

1. **Scope of Contract**

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

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

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

2. **Advance Payment and Terms of Payment**

2.1. Advance payment of the contract amount is provided under Annex "D" of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. **Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184

4. **Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

5. **Warranty**

6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, "EXW," "FOB," "FCA," "CIF," "CIP," "DDP" and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>"The delivery terms applicable to the Contract are DDP delivered Department of Energy, Taguig City. In accordance with INCOTERMS."</p> <p>"The delivery terms applicable to this Contract are Department of Energy, Taguig City. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination."</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity's Representative at the Project Site is Engr. Jerry P. Ritual</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
	<ol style="list-style-type: none"> e. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>

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Intellectual Property Rights –

The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.

2.2 The terms of payment shall be as follows:

Item No.	Deliverables	Requirement	Payment (% of Total Contract Cost)
	Inception Report	Inception Report signed	3%
	Supply, delivery, configuration and testing of ICT Hardware components as specified in Annex A	ICT Hardware components delivered, configured, tested and accepted	7%
	Supply and delivery of software with specifications as indicated in Annex B	Software delivered as per specifications, tested and accepted	40%
	<p>Design, development and customization of the PIMS</p> <p>1. Approved project documentation, as follows:</p> <ul style="list-style-type: none"> ○ Business Requirements Documents (BRD) ○ Software Requirements Specifications (SRS) ○ Solution Concept Diagram ○ Business Process Flows ○ Application Integration Architecture Diagrams ○ Risk Management Plan ○ Other project documents <p>2. Certificate of Conduct of User Acceptance Testing (UAT), Real Environment Testing (RET) and Pilot Testing (PT)</p> <p>3. Certificate of Acceptance of PIMS integrated with PMR, ECPS-PMIS, VMS and PCVMS</p> <p>4. Certificate of Final Acceptance and Completion</p>	<p>Project requirements approved and accepted by the End-user</p> <p>PIMS Go-live (Production) Certificate signed off by ITMS</p> <p>Project Management Reports</p>	40%

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	<p>Conduct of System Transitioning and Project Completion/Closeout</p> <ol style="list-style-type: none"> 1. Certificate of End-Users' and System Administrators' Training 2. Training modules, User Manual, System Administration Manual, Technical Manual, Source Codes, Final Completion Report 	<p>Certificate of Training</p> <p>Complete Project Documentation:</p> <ol style="list-style-type: none"> 1. Training modules, 2. User Manual, 3. System Administration Manual, 4. Technical Manual, 5. Source Codes, and 6. Final Completion Report 	<p>10%</p>
<p><i>Note: Retention is 10% of every progress billing</i></p>			
<p>4</p>	<p>The inspections and tests that will be conducted are: <i>As stated in the Terms of Reference</i></p>		



Section VI. Schedule of Requirements

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

Item No.	Item	Units	Delivery Schedule
1	Property Inventory Management System (PIMS)	1 Lot	Completion within 180 days from the Notice to Proceed which includes end-user's acceptance

Item No.	Activities	Timeline	Work Percentage
1.	Conduct of inception meeting: discussion of project methodology and workplan.	15 Calendar days upon receipt of NTP	5%
2.	Supply, delivery, configuration and testing of ICT hardware components as specified in Annex A.	30 Calendar days upon receipt of NTP	10%
3.	Supply and delivery of software with specifications as indicated in Annex B	60 Calendar days upon receipt of NTP	30%
4.	Design, development and customization of the PIMS with the major work components	150 Calendar days upon receipt of NTP	40%
5.	Conduct of System Transitioning and Project Completion/Closeout	180 Calendar days upon receipt of NTP	15%

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**Section VII. Technical Specifications/
Terms of Reference**

Specification/Terms of Reference		
Item	Description	Bidder's Compliance
PROPERTY INVENTORY MANAGEMENT SYSTEM (PIMS) General Services Division (GSD)		
ABC = Php10,000,000.00		
	<p>The Information Technology and Management Services (ITMS), in its continuing effort to identify ICT solutions to deliver work efficiency and productivity, endeavors the procurement and implementation of a "Property Inventory Management System (PIMS)" which shall automate the business processes and report generation, and upgrade the database of the supply and property management function of the General Services Division (GSD) under Administrative Services. The unit is mandated to implement logistics policies for documentation, recording, accounting, monitoring and disposal of the entire agency's Property, Plant and Equipment (PPE). The proposed procurement of the PIMS is incorporated in DOE's CY2020 Information Systems Strategic Plan (ISSP) under Infosys Project, the system, which will utilize the RFID technology and is envisioned as a one-stop-shop solution for effective management of all types of assets.</p> <p>Having faced exigent and continuing challenges over the years, including manual conduct of physical inventory, stand-alone and obsolete database management system, and labor-intensive manual updating of property accountabilities, among others, a modern, integrated IT system will have a significant impact on systematic collection and management of data which will enable the GSD to effectively and efficiently manage PPEs, and provide reliable data for planning, management and monitoring purposes.</p>	
	<p>The project requires the procurement of installation ready PIMS. Implementation of the system must be based upon a Software Requirements Specifications (SRS) which must be agreed and established by both DOE and the Contractor. In the event customization is necessary the Supplier is responsible for the following:</p> <ol style="list-style-type: none"> 1. Customization on approved and signed specifications must be <i>performed</i> within the given timeline. The Contractor must abide by the agreed period. 2. The Contractor must ensure that the customization would entail complete functionality and will not affect the performance of the system for installation. 3. The Contractor must render technical assistance on the modules/sections that will be customized to ensure full operation. 	

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4. Updates on the customization for development must be submitted to the Department.

The system for installation and implementation must be compliant with the latest policies, rules and regulations, circulars and issuances set forth by the Commission on Audit (COA) and Department of Budget and Management, and must also be in accordance with government rules, requirements and standards under eNGAS and Government Accounting Manual.

In addition, the system must be able to generate necessary reports as required by the organization and other Agencies. Also, the system must be open and flexible to accommodate current and future adjustments should the need require it.

The system shall run on the latest versions of Linux or Microsoft operating system. The back-end database must be compatible with the existing database servers of the DOE (MS SQL Server).

The contractor must provide software quality assurance by delivering future updates / maintenance of the system within the prescribed warranty period, free of cost and **willing to provide future update/upgrade outside the warranty period through a separate contract.**

SCOPE OF WORK

The project aims to provide DOE with a web-based system that will facilitate seamless management of the agency's supplies and plant, equipment and properties (PPE). In particular, the project requires the Contractor to implement the system with the following scope of work:

1. Supply, delivery, configuration and testing of ICT hardware components as specified in Annex A.
2. Supply and delivery of software with specifications as indicated in Annex B.
3. Conduct of inception meeting discussing the project methodology and workplan.
4. Design, development and customization of the PIMS with the following major work components:
 - a. Conduct of workshop and consultation:
 - i. PIMS orientation
 - ii. End-users' consultation
 - iii. Requirement's elicitation workshop
 - b. Development/formulation of the Business Requirements Documents (BRD), Software Requirements Specifications (SRS), Solution Concept Diagram, Business Process Flows, Application Integration Architecture Diagrams, Risk

Management Plan and other project documents for a web-based PIMS with the following basic features:

- i. Fixed Asset Management
 - ii. Supplies Inventory
 - iii. Accountability Monitoring
 - iv. Vehicle Monitoring
 - v. Reporting
 - vi. Disposal
 - vii. Insurance
- c. Installation and deployment of the system, integrated with the following:
- i. Procurement Monitoring Report (PMR)
 - ii. Employees Compensation Payroll System - Personnel Management Information System (ECPS-PMIS)
 - iii. Vehicle Management System (VMS)
 - iv. Petty Cash Voucher Management System (PCVMS)
- d. Conduct of User Acceptance Testing (UAT), Real Environment Testing (RET) and Pilot Testing (PT).
- e. Provision of Application Programming Interface (API) or facility for interacting with future applications (Enterprise Resource Planning (ERP) and Budget and Treasury Management System (BTMS).
- f. Data uploading of existing supplies and properties data to the system database.
5. System Transitioning and Project Completion/Closeout:
- b. Conduct of End-users' and System Administrators' Training.
 - c. Submission of:
 - i. Training modules,
 - ii. User Manual,
 - iii. System Administration Manual,
 - iv. Technical Manual,
 - v. Source Codes, and
 - vi. Final Completion Report.
6. Service Level Support and Warranty.
- b. Provision of six (6) months remote/onsite technical support, trouble shooting, and resolution of issues/problems encountered during go-live post implementation.
 - c. Provision of warranty from technical glitches/bugs and other issues, and resolution thereof, for twelve months (12) from the date of issuance of Final Acceptance and Completion by the DOE **which** shall be free of charge.

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SERVICE PROVIDER QUALIFICATIONS

The Software Service Provider (SP) shall comply with the requirements on Performance and Warranty Security as specified in the Bid Documents and/or Section 39 and 62 of the IRR of RA 9184.

As a minimum requirement, the SP must include the following in their proposal:

1. Disclosure that it has **at least five (5) years' experience in systems development / customization and implementation** particularly on workflow for government operation/process management, online services, open-source technology;
2. Proof of Concept of the software/**system**;
3. Certification of previously implemented **similar projects to at least two (2) government agencies, LGUs or other government offices; and**
4. Project team staffing which should include the following requirements:
 - a. The SP must provide the Curriculum Vitae (CVs) of their proposed staff clearly showing the relevant skills and work experience. They may propose additional staffing to complement the skills of their proposed staff at no additional cost to the DOE.
 - b. There shall be no replacement of manpower assigned in the project until after fifty percent (50%) **of the project have been completed**, except for justifiable reasons as evaluated and approved by ITMS-ITD.

PROJECT DURATION AND TIMELINE

The Project is expected to be completed within one hundred eighty (180) days from the Notice to Proceed that will include end-users' acceptance.

Item No	Activities	Timeline	Work Percentage
	Conduct of inception meeting: discussion of project methodology and workplan.	15 Calendar days upon receipt of NTP	5%
2.	Supply, delivery, configuration and testing of ICT hardware components as specified in Annex A.	30 Calendar days upon receipt of NTP	10%

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3.	Supply and delivery of software with specifications as indicated in Annex B	60 Calendar days upon receipt of NTP	30%
4.	Design, development and customization of the PIMS with the major work components	150 Calendar days upon receipt of NTP	40%
5.	Conduct of System Transitioning and Project Completion/Closeout	180 Calendar days upon receipt of NTP	15%

PROJECT COST AND PAYMENT SCHEDULE

Project Cost: **Php10,000,000.00.**

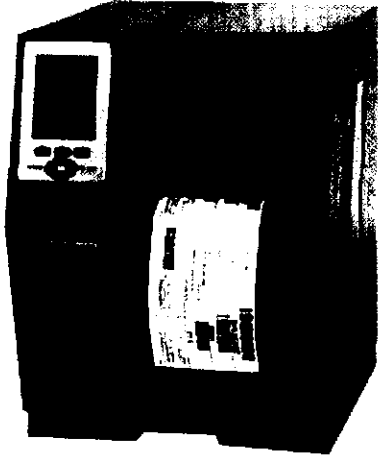
Payment Schedule: Progress Billing

Item No.	Deliverables	Requirement	Payment (% of Total Contract Cost)
	Inception Report	Inception Report signed	3%
	Supply, delivery, configuration and testing of ICT Hardware components as specified in Annex A	ICT Hardware components delivered, configured, tested and accepted	7%
	Supply and delivery of software with specifications as indicated in Annex B	Software delivered as per specifications, tested and accepted	40%


	<p>Design, development and customization of the PIMS</p> <p>5. Approved project documentation, as follows:</p> <ul style="list-style-type: none"> ○ Business Requirements Documents (BRD) ○ Software Requirements Specifications (SRS) ○ Solution Concept Diagram ○ Business Process Flows ○ Application Integration Architecture Diagrams ○ Risk Management Plan ○ Other project documents <p>6. Certificate of Conduct of User Acceptance Testing (UAT), Real Environment Testing (RET) and Pilot Testing (PT)</p> <p>7. Certificate of Acceptance of PIMS integrated with PMR, ECPS-PMIS, VMS and PCVMS</p> <p>8. Certificate of Final Acceptance and Completion</p>	<p>Project requirements approved and accepted by the End-user</p> <p>PIMS Go-live (Production) Certificate signed off by ITMS</p> <p>Project Management Reports</p>	40%	
	<p>Conduct of System Transitioning and Project Completion/Closeout</p> <p>1. Certificate of End-Users' and System Administrators' Training</p> <p>2. Training modules, User Manual, System Administration Manual, Technical Manual, Source</p>	<p>Certificate of Training</p> <p>Complete Project Documentation:</p> <ol style="list-style-type: none"> 1. Training modules, 2. User Manual, 	10%	

	Codes, Final Completion Report	3. System Administration Manual, 4. Technical Manual, 5. Source Codes, and 6. Final Completion Report	
		<i>Note: Retention is 10% of every progress billing</i>	
CONFIDENTIALITY AGREEMENT The Contractor shall not use or disclose such Confidential Information, or any part thereof, in any manner other than is necessary to perform its services under this Contract or as required by law. All documents, records, reports, and data, including data recorded in the data processing systems, including the receipt, processing, and payment of services, shall be the property of the DOE.			

ANNEX A
Property Inventory Management System (PIMS)
Hardware Components Specifications *

Qty	Description *
1 unit	<div style="display: flex; align-items: center;">  <div> <p>UHF / RFID / Barcode Printer</p> <p>Specification:</p> <ul style="list-style-type: none"> • Printer Type: Label printer - direct thermal / thermal transfer - monochrome • Technology: direct thermal / thermal transfer • Print Speed: Up to 12 inch/sec • Print resolution: up to 300 dpi • Max Print Width: 4 Inch • Built-in Devices: status LCD • Interface: Parallel, USB, LAN, serial • Display Resolution: 240 x 320 • Printer Features: RFID ready <ul style="list-style-type: none"> • Compliant Standards: EPC Class 0, EPC Class 0+ (Impinj), EPC Class 1 Generation 1 • Frequency: 915 MHz • Print speed: 720.5 inch/min • Includes: Free 2 units Printer Cartridge and US Power Cord </div> </div>
5 rolls	Smart Label (Metallic), 0.5" x 4", 2000 Labels Per Roll
5 rolls	Smart Label (Non-Metallic), 1" x 2", 2000 Labels Per Roll
1 unit	Printer Cartridge for UHF / RFID / Barcode Printer
4 packs	SQL Server Std Core 2 SL (2 core packs)
1 unit	40 TB Network Attached Storage (NAS) Enclosure Fully populated disk bay (4 x 10TB SATA 5400 rpm 256MB)
4 units	NAS Hard Disk Drive 3.5" SATA 3.0 10TB 5400RPM 256MB

** Note: Delivery, setup and configuration is included with a 3-year warranty on parts and services for the 40 TB NAS Enclosure, and 1-year warranty on parts and services for other equipment.*



Qty	Description *
5 units	<div data-bbox="446 291 718 571" data-label="Image"> </div> <p data-bbox="842 320 1396 387">HANDHELD MOBILE COMPUTER for Inventory/Warehouse Management</p> <ul data-bbox="842 427 1364 600" style="list-style-type: none"> • Rain and Dust Resistance: IP54, category • Drop Specification: 1.5 m (5 ft) to concrete • OS: OS Embedded Handheld with <p data-bbox="430 604 646 633">HTML5 Browser</p> <ul data-bbox="383 640 1364 985" style="list-style-type: none"> • Memory: 256 MB RAM • ROM: 1 GB Flash customer-accessible micro-SD slot for removable memory cards up to 32 GB • DISPLAY: 8.9 cm (3.5 in) Transmissive QVGA; 240 pixels x 320 pixels; 65,536 (16-bit RGB) colors; High-durability touch screen; LED backlight Ambient light sensor • Battery Pack: Included – Removable, rechargeable Lithium-Ion: 3.7 V, 5100 mAh (18.5 Watt-hours) • Wireless LAN: IEEE 802.11 a/b/g/n Dual Band • Bluetooth: Integrated Bluetooth Class II, Version 2.1+EDR <p data-bbox="335 1025 1396 1122">RFID Support: Ready to accommodate field-attachable RFID reader handle via wired (USB) or Bluetooth, enabling you to upgrade to RFID in the future without replacing the whole device.</p> <p data-bbox="335 1164 494 1193">Description:</p> <p data-bbox="335 1234 1396 1301">Alphanumeric / EA30 Standard Range Imager / No Camera / 802.11 a/b/g/n / Bluetooth / WEH 6.5 / All Languages / Intermec Client Pack</p> <ul data-bbox="383 1344 1380 1473" style="list-style-type: none"> • UNIVERSAL AC ADAPTER KIT, 10W, W/ CABLE (Universal Wall Charger kit) (includes wall power supply, changeable plug type, and 236-297-001 pwr/active sync cable). Plugs directly to heel connector. Global Level VI Certified

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Qty	Description *
1 unit	<div data-bbox="414 291 678 616" data-label="Image"> </div> <p data-bbox="762 309 1034 340">UHF RFID READER</p> <p data-bbox="762 380 954 412">Specifications:</p> <ul data-bbox="762 452 1359 667" style="list-style-type: none"> • Input Adapter Type: RFID reader • Type: USB • Model: IP30 • Compliant Standards: ETSI, FCC, IP64 • Min Operating Temperature: 5 °F • Max Operating Temperature: 122 °F <ul data-bbox="411 667 944 698" style="list-style-type: none"> • Humidity Range Operating: 10 - 95% <p data-bbox="363 739 523 770">Description:</p> <ul data-bbox="411 810 1423 913" style="list-style-type: none"> • RFID Reader; Std, BT, Reserved, 902-928 FCC; Battery W/Boot Accessory, SR61/IP30; AC ADAPTER, 12V/60W, 2.5X5.5MM, Level VI; AC Power Cord

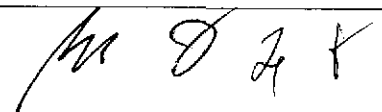
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ANNEX B

Property Inventory Management System (PIMS)

Business and Functional Requirements

Business Requirement	Functional Requirement
<p align="center">Efficiency and Convenience Tools</p>	<p>a. 360 View of Transactions</p>
	<p>1. Complete view of the transaction details on a single page</p>
	<p>2. Real-time feeds on transaction status</p>
	<p>3. Relevant information delivered to end-users at a glance</p>
	<p>b. Business Intelligence Tools</p>
	<p>1. Business Intelligence reports that provide historical, current, and predictive views of business operations.</p>
	<p>2. Reports are shown in an interactive "slice-and-dice" pivot-table analyses and visualization.</p>
	<p>c. Notification and Alerts</p>
	<p>1. Sending of notifications via email and/or SMS</p>
	<p>2. Sending of notifications and alerts based on the frequency implemented and scheduled alerts.</p>
	<p>3. Sending of notifications based on critical and re-order level set in monitoring of supplies</p>
<p>d. Quick Search and Assists Filters</p>	
<p>Secure Application by Implementing: User Access Rights And Control Mechanism; Workflow Management; Authentication And Audit Trail; and Encryption.</p>	<p>a. User Access Rights and Control Mechanism</p>
	<p>1. Shall have the facility to assign and update user access rights (add, view, modify, delete) per role (maker, reviewer, approver, viewer, auditor, and other additional roles)</p>
	<p>2. Policy control level that will restrict/allow which modules and actions should be available to the end users</p>
	<p>3. Shall have the facility to restrict access to menus and data sources such as databases, tables and folders.</p>
	<p>4. Shall have the facility to update user accounts and configure user idle time to trigger automatic logout.</p>



	<p>b. Workflow Management</p> <ol style="list-style-type: none"> 1. Dynamic workflows which allow the user to define different workflows for different types of jobs or processes and increases flexibility within a workspace and helps the administrators maintain all workflow processes in the system 2. Use of email-based software technology to increase the efficiency of a workflow by improving the coordination of the activities of the people involved 3. Workflow automation helps to ensure that at the right time the right person gets the right information about what needs to be done and in what order <p>c. Authentication and Audit Trail</p> <ol style="list-style-type: none"> 1. User authentication that verifies the identity of a person accessing the system using a username and password combination 2. A functionality that logs/captures the historical records of all transactions or events that happened in the system based on the sequence of events 3. A time stamp functionality that captures when and what time a transaction was processed or submitted, shall include, but not limited to the following: <ul style="list-style-type: none"> • File updating and maintenance • Errors and abnormal activities in the system • User and system administrator activities • User logon/logoff • User activities relative to the stored information which include updating, printing, downloading, deletion, annotation, and other changes • List of records/files removed from the active database • Shall have the facility to view, print and download audit trail report in PDF, Excel and CSV file formats • Shall have the facility to display current users of the system at any time <p>e. Encryption</p> <p>Encryption of data and sensitive information to protect digital data confidentiality as it is stored on computer systems and transmitted using the internet or other computer networks</p>
<p>Functionality for Integration with Existing Systems</p>	<p>a. Integration requirement</p> <ol style="list-style-type: none"> 1. Sharing of libraries or transactions between systems 2. Standard coding of items across systems 3. Uniform depreciation of properties 4. Processing of Procurement and Property (PP) Supplies purchases through Procurement system upon reaching re-orderable levels

	5. Employee viewing of accountabilities and transactions from any device
	6. Corporate viewing/printing of selected reports
	7. Corporate viewing/printing of libraries
	b. Integration with Procurement Management Report (PMR), Employees Compensation Payroll System - Personnel Management Information System (ECPS-PMIS), Vehicle Management System (VMS), and Petty Cash Voucher Management System (PCVMS), electronic New Government Accounting System (eNGAS).
	c. Provision of Application Programming Interface (API) or facility for interacting with future applications (Enterprise Resource Planning (ERP) and Budget and Treasury Management System (BTMS)).
Backup and Recovery	Backup, Recovery, Archiving and Reloading
	Defines and implements backup, recovery, archiving and reloading policies
Delivery, Receipt, Inspection, and Acceptance of Supplies, Materials and Equipment	Delivery, Receipt, Inspection, and Acceptance of Supplies, Materials and Equipment
	Generates Inspection and Acceptance Reports (IAR) and credit transactions which allows processing of partial delivery and restriction of re-generation of IAR with the same transaction
Item Status	Item Status
	a. Classifies materials in various categories
	b. Monitors aging or shelf-life
	c. Classifies inventory as active or inactive (depending on movement), for repair, for disposal, for replacement, etc.
	d. Identifies items that are fast-moving or slow-moving
	e. Computes or records and monitors reorder point, maximum and minimum inventory levels
Item History Monitoring	Item History Monitoring
	a. Automatically computes for year-to-date values for items purchased, used, and rejected
	b. Supports Barcoding / RFID technologies
	c. Allows automatic conversion from unit of measure to another unit of measure

Consolidated Features	Consolidated Features
	a. History of item status (uncanvassed, delivered on time, etc.)
	b. Browsing / printing history of item status per supplier
	c. Capable of transferring property accountability from one person to another
Items Receipt	Items Receipt
	a. Identifies schedule of deliveries to allow inquiries on inventory stock
	b. Classifies inventory items according to status (e.g. in-transit, under inspection, etc.)
	c. Classifies all goods received according to standard item types
	d. Automatically updates for item cost upon receipt of new items, depending on evaluation (e.g. FIFO,LIFO)
	e. Processes both partial and full deliveries on purchases
	f. Records details on quality inspections on received items (e.g. warehouse received, inspection date, inspection results, inspecting and reviewing personnel, etc.)
Items Issuance	Items Issuance
	a. Processes receipts of non-stock items for further issuance (e.g. identity approved requests for supplies)
	b. Using built-in workflow, informs requesting personnel of availability of items
	c. Processes goods issuance for projects, allocating the costs to corresponding cost centers
	d. Automatically updates quantities on hand
Items Transfer	Items Transfer
	a. Records information on inventory transfers (e.g. item to be transferred, warehouse details, accountability information)
	b. Processes warehouse to warehouse and warehouse to unit/office transfers
Maintenance of Supplies withdrawal Schedule	Maintenance of Supplies withdrawal Schedule
	a. Creates a department level facility to support the current Requisition Issue Slip (RIS) processes to be interfaced with the main system
	b. Supports two level warehousing with <i>Supplies Office</i> as the main warehouse and sub-warehouse in all the units/offices.
	c. Monitors actual supplies utilization at unit/office level

	d. Supplies Withdrawal Schedule per unit/office by encoding the issuance date
Standard Stock Level of Supplies Inventory	Standard Stock Level of Supplies Inventory
	a. Determines standard level of supply for each inventory item
	b. Allows build-up of stocks more than the required level of supply for emergency purposes
	c. Views and prints Re-order report
Standard Stock Level of Supplies Inventory	Standard Stock Level of Supplies Inventory
	a. Views and prints Stock position sheet
	b. Updates stock balances upon receipt of items purchased
Sub-Level Supplies Monitoring	Sub-Level Supplies Monitoring
	a. Capability to monitor stocks on hand per Division/Office Level
	b. Capability to issue stocks to employee on a Division/Office Level
Withdrawal of Supplies Inventory / Request for Issuance of Supplies	Withdrawal of Supplies Inventory / Request for Issuance of Supplies
	a. Records supplies through RFID/Barcoding technology with option to encode through keyboard in cases RFID/barcode scanning/reading is not possible (i.e. defective unit, unreadable sticker, etc.). This feature should be available in main warehouse and unit/office area.
	b. Views and prints supplies withdrawal
	c. Department-wide supplies request/withdrawal based on schedule and approved budget
	d. Department-wide supplies emergency request/withdrawal
	e. Views and prints history of item movements
	f. Department-wide history of withdrawals and requests
	g. Remote facility for issuing personnel
h. Adherence to FIFO (first-in, first-out) or queuing process of request and withdrawal	
Inspection of Deliveries	Inspection upon delivery of the items
	a. Shall have the functionality to preview/generate exception reports when:
	1. Duplicate records are detected
	2. Incomplete records are detected
	3. Upload is aborted
	b. Should have the functionality to extract regular employee details necessary to process PAR or ICS.

Inventory of Capitalized Property, Plant and Equipment (PPE)	Inventory of capitalized PPE
	a. Allows selection of records to be uploaded to the RFID/barcode scanner (all / by range)
	b. RFID/Barcode scanner should be capable of identifying and recording the following:
	1. Item(s) belonging to the division/office.
	2. Item(s) missing and
	3. Item(s) found but not in the master list
	c. Views and prints all properties recorded (i.e., by classification, etc.) as of inventory-taking date; and corresponding inspection status (i.e., 'for inventory-taking', 'inventory done' or with update)
	d. Maintains history of results of inventory
	e. Ability to identify items which are already inventoried to avoid double count.
	f. Capability to view and print the results of the inventory, presented by date of the inventory, sorted by CPE item, employee or organizational unit.
Asset Maintenance	Asset Maintenance
	a. Allows maintenance of Asset Master file information
	1. Asset Number
	2. Asset Description
	3. Asset Category
	4. Manufacturer/Supplier
	5. Model
	6. Serial Number
	7. Tag Number
	8. Accountability (Name of employee accountable for the asset)
	9. Acquisition Date
	10. Acquisition Cost
	11. Estimated Cost
	12. Estimated Life
	13. Depreciation method (Straight Line Method)
	14. Depreciation Date (service date)
	15. Salvage value
	16. Net book value
	17. Insurance policy
	18. Insurance number
	19. Insurance Company
	20. Insurance coverage/Amount
21. Others	
b. Maintains the following Asset Status categories:	
1. Issued / Re-issued	

	2. Disposed
	3. Returned
	4. Transfer
	c. Allows viewing of list of assets available for transfer
	d. Tracks asset accountability history
	e. Allows computation of depreciation using a specified depreciation method
	f. Able to handle disposal, retirement, selling of assets
	1. Update Net Book Value of an asset that will be disposed, donate or sold
	g. Allows reinstatement of retired assets
	h. Able to update asset quantity balance
	i. Allows adjustments of asset information
	1. Cost
	2. Salvage Value
	3. Estimated useful Life
	4. Depreciation Method
	j. Allows reclassification of an asset to another asset category
	k. Allows entry of physical count of asset result
	l. Captures required asset physical count information and routes to the appropriate personnel results of the physical count
	m. Allows authorized personnel to view results of physical counts
	n. Allows to record status/information of repairs and maintenance of an asset
	o. Tracks, monitor, and updates the status of each repair
	p. Able to generate appropriate accounting entries for any asset movement and asset revaluation
	q. Allows transfer of accounting entries to the General Ledger
	r. Allows restriction of people who can enter or edit the ff:
	1. asset information
	2. run depreciation
	3. transfer assets or change accountability information
Asset Monitoring and Property Acknowledgement Receipt (PAR)	Preparation and Distribution of PAR
	a. Should be able to select from the list of employees to whom the item(s) will be assigned; allow assignment of accountability on per items or per group of items.
	b. Should generate a unique transaction code or number for every PAR generated
	c. Should be capable of creating, cancelling and voiding PAR.

	d. Allow viewing of the cancelled/voided PAR
	e. Should allow printing and re-printing of PAR for a specific transaction or a range of PAR transactions.
	f. Capability to view names of all employees and all their accountabilities.
	g. Capable of transferring accountabilities from one employee to another.
	h. In case the requesting department failed to specify the name of the person responsible for the item, the system shall be default assign to the requesting employee as captured in the PR, with the option to manually encode the details.
Inventory Custodian Slip (ICS) Monitoring	Preparation and Distribution of ICS for expensed items
	a. Should be able to select from the list of employees to whom the items will be assigned: allow assignment of accountability on per items or per group of items.
	b. Should generate a unique transaction code or number for every ICS generated
	c. Should be capable of creating, canceling and voiding ICS.
	d. Allow viewing of the cancelled/voided ICS.
	e. Should allow printing and re-printing of ICS for a specific transaction.
	f. Capability to view names of all employees and all their accountabilities
	g. Capable of transferring accountabilities from one employee to another
	h. In case the requesting department failed to specify the name of the person responsible for the item, the system shall be default assign to the requesting employees as captured in the PR, with the option to manually encode the details.
	i. Should have a facility capable in inquiring if the Estimated Useful Life (EUL) of a certain item assigned to an employee has reached its EUL before a new item is issued.
j. The accountability for items that have reached its EUL shall be automatically archived by the system	
RFID / Barcoding Technology	Printing of Property/Stock/ICS (RFID/Barcode) Sticker for Items
	a. Should have the functionality to print/reprint single or multiple RFID/barcode stickers as specified by Agency with the following details:
	1. Property number / Stock Number / ICS Number
	2. Item description

Monitoring of Equipment	Monitoring of Capitalized PPE
	a. Capable of re-assigning/reclassifying an item from capitalized to expensed PPE or vice-versa
	b. Capable of processing depreciation of capitalized PPE for posting to the Accounting System (or exporting to a CSV file).
	c. Able to display the current status of the PPE item, and display the history of transactions pertaining to the PPE item (e.g. transfer from one employee to another, re-assigned from capitalized to expensed PPE, turned-in, EUL rendered etc.)
	d. Capability to have a history of transactions of every employee like PAR assignment, turn-in, lost property, payment on lost property, etc.
	e. Capability to identify/inquire about the asset entitlement of an employee
Monitoring of ICS	Monitoring of Expensed PPE
	a. Capability for re-assign/reclassify an item from expensed to capitalized CPE or vice-versa.
	b. Capability to view and print the list of items issued to each employee as of given date.
	c. Capability to view and print list of items that have reached its EUL
	d. Generation of inspection and Receiving Report (IRR) under petty cash, cash and credit transactions which allows processing of partial delivery and restriction of re-generation of IRR with the same transaction
	e. Generation of Performance Evaluation of Suppliers
Transfer of Properties	Transfer of Properties
	a. Capable of generating the Agency Property Turn-in/Return slip.
	b. Capable of transferring properly accountability from one person to another
	c. Allow transfer of property either on per item or on a per group basis.
Disposition of Equipment / ICS	Disposal of Properties
	a. Capability to select, view and print data on turned-in properties to be evaluated for disposal—selected per date, CPE item, employee or organizational unit (sector, group or department).
	b. Capability to create and generate user-defined memo template for disposal

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	<p>c. Capability to process property disposal based on the approved mode of disposal (sale or donation).</p> <p>d. Capability to create and generate Pass-Out Slip / Gate pass</p> <p>e. Capability to record, view and print audit trail of all disposal transactions (communicated, approved and completed).</p>
Reports and Forms	Reports & Forms
	<p>a. Facility to regularly generate the following reports, which may be reformatted subject to the requirement of the users:</p> <ol style="list-style-type: none"> 1. Report of Physical Count of PPE (RPCPPE) 2. Summary Report of Threshold P15,000 and Below 3. Inventory Report Form 4. Other reports
Maintenance and Assets	Maintenance / Repair Schedule
	a. Capability to add Job Schedule with the details (i.e. responsible person for repair, job status, costing, etc.).
	b. Capability to provide detailed scope and description of work.
	c. Capability to print Job Order.
	d. Facility to maintain repair history of a particular PPE.
Motor Pool	Motor Pool
	<p>a. Capability to monitor and maintain Vehicles used for motor pool</p> <p>b. Capability to monitor and track the trip details per vehicle, including fleet card, mileage per travel, and other details.</p>

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Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (f) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (g) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or
Original copy of Notarized Bid Securing Declaration; **and**
- (i) Conformity with the Technical Specifications, including the following, :
 - a. Brochures/prototype/actual samples of the products offered
 - b. Production/Delivery schedules
 - c. Manpower requirements/Organizational structure
 - d. After sales service/parts, if applicable
 - e. Certificate of warranty/ guarantee; **and**
- (j) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (k) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);

or

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (m) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

or

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Other documentary requirements under RA No. 9184 (as applicable)

- (n) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

25 FINANCIAL COMPONENT ENVELOPE

- (a) Original of duly signed and accomplished Financial Bid Form; **and**
- (b) Original of duly signed and accomplished Price Schedule(s) or the Bid Detail Form.

Bidding Forms

Mandatory Submission of Bidding Forms

Price Schedule for Goods Offered from Abroad

[shall be submitted with the Bid if bidder is offering goods from Abroad]

For Goods Offered from Abroad

Name of Bidder _____ Project ID No. _____ 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)

Name: _____

Legal Capacity: _____

Signature: _____

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

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

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ 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 all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Name: _____

Legal Capacity: _____

Signature: _____

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

**Bid Form for the Procurement of Goods
[shall be submitted with the Bid]**

BID FORM

Date : _____
Project Identification No. : _____

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

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

If our Bid is accepted, we undertake:

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

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

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

Name and address Amount and Purpose of Agent Currency/Commission or gratuity

(if none, state "None")]

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

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

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

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

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

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

Bid Securing Declaration Form

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

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

BID SECURING DECLARATION
Project Identification No.: *[Insert number]*

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

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

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

STATEMENT OF ONGOING, COMPLETED AND/OR AWARDED CONTRACTS

**The Bids and Awards Committee
 Department of Energy
 Energy Center, Rizal Drive, Bonifacio Global City
 Taguig, Metro Manila**

Ongoing, completed or awarded but not yet started projects for the period _____ (last two years), where applicable.

Procuring Entity / Date of Contract	Kinds of Goods Sold and/or Services Offered	Amount of Contract and Value of Outstanding Contracts	Date of Delivery	End-user's Acceptance if Completed (date)	Specify whether a Prospective Bidder is a Manufacturer, Supplier, Distributor or Service Provider	Indicate whether "Similar" or "Not Similar"

Submitted By:

(Signature over Printed Name)

Note:

1. **May be reproduced, if necessary**
2. **Please attach end-user's certificate of acceptance**

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT

**The Bids and Awards Committee
 Department of Energy
 Energy Center, Rizal Drive, Bonifacio Global City
 Taguig, Metro Manila**

**Single Largest Completed Contract (SLCC) for the period _____
 (last two years), where applicable.**

Procuring Entity / Date of Contract	Kinds of Goods Sold and/or Services Offered	Amount of Contract and Value of Outstanding Contracts	Date of Delivery	End-user's Acceptance if Completed (date)	Specify whether a Prospective Bidder is a Manufacturer, Supplier, Distributor or Service Provider	Indicate whether "Similar" or "Not Similar"

Submitted By:

(Signature over Printed Name)

Note:

- 1. May be reproduced, if necessary**
- 2. Please attach end-user's certificate of acceptance**

Contract Agreement Form for the Procurement of Goods (Revised)

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

CONTRACT AGREEMENT

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
 - iii. Performance Security;
 - iv. Notice of Award of Contract; and the Bidder's conforme thereto; and
 - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**
3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.

4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

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

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Name of Supplier]

Acknowledgment

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

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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

AFFIDAVIT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

Performance Securing Declaration (Revised)

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

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

PERFORMANCE SECURING DECLARATION

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

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

I/We, the undersigned, declare that:

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

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

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

[Jurat]

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