

**BASES CONVERSION AND  
DEVELOPMENT AUTHORITY**

**BIDDING  
FOR THE BCDA DIGITIZATION PROJECT**

**October 2021  
Sixth Edition**

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

**INVITATION TO BID FOR**

**BCDA DIGITIZATION PROJECT**

1. The BASES CONVERSION AND DEVELOPMENT AUTHORITY (BCDA), through its 2021 Corporate Budget, intends to apply the sum of **Four Million Five Hundred Pesos (P4,500,000.00)**, inclusive of VAT and all other applicable government taxes, fees and other charges, being the Approved Budget for the Contract (ABC) to payments under the contract for the **BCDA Digitization Project**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. BCDA now invites bids for the above Procurement Project. Delivery of the Goods is required by Eight (8) months upon receipt of the Notice to Proceed (NTP). Bidders should have completed, within five (5) years (*October 2016 to October 2021*) prior to the date of submission and receipt of bids, a contract similar to the Project equivalent to at least 50% of the ABC. The description of an eligible bidder is contained in the Instruction to Bidders (ITB) of the Bid Documents.
3. Selection of winning bidders will be through public bidding procedures pursuant to Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”, and its Revised Implementing Rules and Regulations (RIRR). Participation 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.

Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 RIRR of RA 9184.

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 BCDA and inspect the Bidding Documents at the address given below during business hours from **8:00 AM – 3:00 PM** and/or at the BCDA website (<https://bcda.gov.ph/bids>).

5. A complete set of Bidding Documents may be acquired by interested Bidders at the BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue, Bonifacio Global City, Taguig City, starting **16 October (Saturday) up to 10 November 2021 (Wednesday) from 8:00 AM to 3:00 PM** except Saturdays, Sundays and Holidays, and until **09:00 AM on 11 November 2021 (Thursday)**, upon payment of an applicable fee for the bidding documents, amounting to **Five Thousand Pesos (Php5,000.00)**, pursuant to the latest Guidelines issued by the GPPB. We accept payment through online transfer or bank deposit to BCDA's Land Bank account prior to issuance of the Bidding Documents. Kindly coordinate with the BAC-G Secretariat on the bank details.

The bidding documents may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of BCDA ([www.bcda.gov.ph](http://www.bcda.gov.ph)). Only interested bidders who purchased the Bidding Documents will be allowed to participate in the bidding.

6. BCDA will hold a Pre-Bid Conference on **25 October 2021 (Monday) at 10:00AM** at the BCDA Corporate Center, 2F Bonifacio Technology Center (BTC), BGC, Taguig City and/or through video conferencing or webcasting via zoom or google meet, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at BCDA Corporate Center, 2F Bonifacio Technology Center, BGC, Taguig City **on or before 9AM, 11 November 2021 (Thursday)**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in the Bidding Documents.
9. Bid opening shall be held on **11 November 2021 (Thursday) at 10AM** at BCDA Corporate Center, 2F Bonifacio Technology Center, BGC, Taguig City. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The Pre-bid Conference and the Opening of Bids are hybrid events. Bidders may choose to attend online via zoom or attend in person at the BTC Office.

For those attending in person, the following guidelines must be followed:

- Only one (1) representative per interested bidder is allowed to attend the Pre-bid Conference and Opening of Bids and will be required to follow the BCDA Health Protocol for Visitors;
- Visitors are required to download the contact tracing app, i.e. StaySafe PH;
- The representative is required to present his/her vaccination card **or** RT-PCR negative test result valid for 72 hours before he/she can be allowed inside the BCDA office;
- Compliance to social distancing, wearing of face masks, body temperature screening inside BCDA office; and

- Observers/representatives who show signs of COVID-19 related symptoms such as cough, flu, fever, high body temperature, and sneezing are advised not to proceed to the BCDA Office since they will not be allowed to enter the BCDA premises.
11. BCDA reserves the right to waive minor defects in forms and requirements as long as they do not affect the genuineness and authenticity of the documents submitted.
  12. BCDA 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 35.6 and Section 41 of the 2016 RIRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
  13. For further information, please refer to:

**Mr. Raul G. Buensalida**

Head, BAC for Goods Secretariat

(02) 8575-1700 local 1731 / [bacgsecretariat@bcda.gov.ph](mailto:bacgsecretariat@bcda.gov.ph)

**BIDS AND AWARDS COMMITTEE FOR GOODS**

**JOSHUA M. BINGCANG**

Chairperson

Bids and Awards Committee for Goods

## **Section II. Instructions to Bidders**

### **1. Scope of Bid**

The Procuring Entity, BCDA, wishes to receive Bids for the BCDA Digitization Project.

The BCDA Digitization Project is composed of one lot, the details of which are *described in Section VII (Technical Specifications)*.

### **2. Funding Information**

The Government of the Philippines (GOP) through BCDA's Corporate Operating Budget for 2021 in the amount of **FOUR MILLION FIVE HUNDRED PESOS (Php 4,500,000.00)** for the period of eight (8) months, inclusive of all applicable taxes, fees and other charges.

### **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. If applicable,

- a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
  - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
  - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- b. 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:

If applicable:

- a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- b. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
- c. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements, if and when applicable:
  - i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services*

*or twenty-five percent (25%) in the case of expendable supplies]* of the ABC for this Project; and

- ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

5.4. 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 allowed. The portions of Project and the maximum percentage allowed to be subcontracted are indicated in the **BDS**, which shall not exceed twenty percent (20%) of the contracted Goods.

7.2. The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.

7.3. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on **25 October 2021 (Monday) at 10:00 AM** at the **BCDA Corporate Center, 2<sup>nd</sup> Floor, Bonifacio Technology Center 31<sup>st</sup> Street corner 2<sup>nd</sup> Avenue, Bonifacio Global City Taguig City** and/or through videoconferencing/webcasting as indicated in paragraph 7 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 from the date of submission and receipt of bids, a contract similar to the Project.
- 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 one hundred twenty (120) calendar days from its issuance. 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. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.3. The Project shall be awarded as follows:

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

## 20. Post-Qualification

- 20.1 For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HoPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals

on such pre-scheduled date, time and place to determine the bidder with the LCB.

- 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, {[Include if Framework Agreement will be used:] or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant,}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. {[Include if Framework Agreement will be used:] For every mini-competition in Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification.}

## **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**.
- 21.2. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Framework Agreement Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 21.3. Within ten (10) calendar days from receipt of the Notice to Execute Framework Agreement with the Procuring Entity, the successful Bidder or its duly authorized representative shall formally enter into a Framework Agreement with the procuring entity for an amount of One Peso to be paid to the procuring entity as a consideration for the option granted by the procuring entity to procure the items in the Framework Agreement List when the need arises.
- 21.4. The Procuring Entity shall enter into a Framework Agreement with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 21.5. The following documents shall form part of the Framework Agreement:
  - a. Framework Agreement Form;
  - b. Bidding Documents;
  - c. Call-offs;
  - d. Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements 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;

- e. Performance Security or Performance Securing Declaration, as the case may be;
- f. Notice to Execute Framework Agreement; and
- g. Other contract documents that may be required by existing laws and/or specified in the BDS.

**Section III. Bid Data Sheet**

## Bid Data Sheet

| ITB Clause |   |
|------------|---|
| 1.1        | The Procuring Entity is<br><b>BASES CONVERSION AND DEVELOPMENT AUTHORITY</b><br>The name of the Contract is <b>BCDA DIGITIZATION PROJECT</b>  |
| 1.2        | The lot(s) and reference is/are:<br><b>BCDA DIGITIZATION PROJECT</b>  |
| <u>2</u>   | The Funding Source is:<br>The Government of the Philippines (GOP) through BCDA's 2021 Corporate Budget.<br><br>The name of the Project is: <b>BCDA DIGITIZATION PROJECT</b>   |
| 3.1        | No further instructions.  |
| 5.1        | No further instructions.  |
| 5.2        | Foreign bidders, except those falling under <b>ITB</b> Clause 5.2(b), may not participate in this Project.  |
| 5.3        | a) The Bidder must have completed, within the period specified in the Invitation to Bid and <b>ITB</b> Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC. Similar Contracts shall refer to contracts involving scanning or conversion of documents to digitized files. |
| 7          | No further instructions.  |
| 7.1        | Subcontracting may be allowed only up to 20% of the project.  |
| 8          | The Procuring Entity will hold a Pre-Bid Conference on <b>25 October 2021 (Monday)</b> at <b>10:00 AM</b> at the <b>BCDA Corporate Center, 2<sup>nd</sup> Floor Bonifacio Technology Center, 31<sup>st</sup> Street corner 2<sup>nd</sup> Avenue, Bonifacio Global City, Taguig City</b>  |
| 9          | The Procuring Entity's address is:<br><br>BCDA Corporate Center<br>2nd Floor, Bonifacio Technology Center<br>31st St. corner 2nd Ave., Bonifacio Global City, Taguig City   |
| 10.1       | Please refer to <b>Section VII. Technical Specifications</b> for complete list of eligibility and technical requirements.   |

|      |  |
|------|--|
| 10.2 | The bidder's Single Largest Completed Contract or at least two (2) Completed Contracts, similar to the contract to be bid, should have been completed within the last five (5) years ( <b>October 2016 to October 2021</b> ) prior to the deadline for the submission and receipt of bids.   |
| 12   | The ABC is <b>Four Million Five Hundred Thousand Pesos (P4,500,000.00)</b> , inclusive of VAT and all applicable taxes. Any bid with a financial component exceeding this amount shall not be accepted.<br><br>Bids received in excess of the ABC shall be automatically rejected at bid opening.  |
| 13.2 | The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.   |
| 14.1 | The bid security shall be in the form of a <b>Bid Securing Declaration</b> , or any of the following forms and amounts:<br><br>1. The amount of not less than <b>Ninety Thousand Pesos (Php90,000.00)</b> , <b>2% of ABC</b> , if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or<br>2. The amount of not less than <b>Two Hundred Twenty Five Thousand Pesos (Php225,000.00)</b> , <b>5% of ABC</b> , if bid security is in Surety Bond. |
| 14.2 | Bids will be valid until <b>one hundred twenty (120) days</b> from the date of bid opening.  |
| 15   | Each Bidder shall submit one (1) original copy of the first component (eligibility and technical) and second component (financial) of its bid.   |
| 16.1 | The address for submission of bids is:<br><br>Central Receiving and Releasing Area (CRRRA)<br>Bases Conversion and Development Authority<br>BCDA Corporate Center<br>2nd Floor, Bonifacio Technology Center<br>31st St. corner 2nd Ave., Bonifacio Global City, Taguig City<br><br><b>The deadline for submission of bids is on 11 November 2021 (Thursday) at 9:00 AM</b>   |
| 17.1 | The place of Opening of Bids is at BCDA Corporate Center, 2 <sup>nd</sup> Floor, Bonifacio Technology Center, 31 <sup>st</sup> St. corner 2 <sup>nd</sup> Ave., Bonifacio Global City, Taguig City. <b>The date and time of bid opening is on 11 November 2021 (Thursday) at 10:00 AM.</b><br>Bidders may choose to attend them online via zoom or attend in person at the BTC Office.   |
| 19.3 | Partial bid is not allowed.  |
| 20.2 | Not applicable.  |



## **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 VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity

shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

## **5. Warranty**

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

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

## **6. Liability of the Supplier**

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

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

**Section V. Special Conditions of Contract**

| <b>GCC Clause</b>                                |  |                       |                |  |  |  |     |       |      |
|--|--|-----------------------|----------------|--|--|--|-----|-------|------|
| 1  | <p>Terms of Reference (TOR) is shown in a separate document as <b>Annex A.</b></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>   |                       |                |  |  |  |     |       |      |
| 2.2  | <p>Terms of payments shall be as follows:</p> <table border="1" data-bbox="544 734 1364 1245"> <thead> <tr> <th data-bbox="544 734 956 831"><b>Accomplishment</b></th> <th data-bbox="956 734 1364 831"><b>Payment</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="544 831 956 1010">Progress Billing (actual monthly accomplishment)</td> <td data-bbox="956 831 1364 1010">Percentage of Actual Accomplishment from 90% of the total cost</td> </tr> <tr> <td data-bbox="544 1010 956 1144">Completion of the Project and Final Acceptance</td> <td data-bbox="956 1010 1364 1144">10%</td> </tr> <tr> <td data-bbox="544 1144 956 1245">TOTAL</td> <td data-bbox="956 1144 1364 1245">100%</td> </tr> </tbody> </table> | <b>Accomplishment</b> | <b>Payment</b> | Progress Billing (actual monthly accomplishment) | Percentage of Actual Accomplishment from 90% of the total cost | Completion of the Project and Final Acceptance | 10% | TOTAL | 100% |
| <b>Accomplishment</b>                            | <b>Payment</b>   |                       |                |  |  |  |     |       |      |
| Progress Billing (actual monthly accomplishment) | Percentage of Actual Accomplishment from 90% of the total cost   |                       |                |  |  |  |     |       |      |
| Completion of the Project and Final Acceptance   | 10%  |                       |                |  |  |  |     |       |      |
| TOTAL  | 100%   |                       |                |  |  |  |     |       |      |
| 4  | No further instructions.   |                       |                |  |  |  |     |       |      |
| 5  | No further instructions.   |                       |                |  |  |  |     |       |      |
| 6  | No further instructions.   |                       |                |  |  |  |     |       |      |

**Section VI. Schedule of Requirements**

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

| <b>Description</b>  | <b>Delivery Schedule</b>                                      |
|---|---|
| Delivery, installation, testing, maintenance, documentation, implementation, and support of the Digitization Project. | <b>Eight (8) months upon receipt of the Notice to Proceed</b> |

I hereby commit to comply and deliver the above requirements.

**Bidder's Authorized Representative:**

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Principal Bidder / Supplier

**Section VII. Technical Specifications**

| <p align="center"><b>TECHNICAL SPECIFICATIONS</b></p> |  | <p align="center"><b>STATEMENT OF COMPLIANCE</b></p> <p align="center">Bidders must indicate whether the merchandise offered is “Compliant” or “Non-Compliant” to the corresponding specifications prescribed by BCDA using this form</p> |                                     |  |
|---|--|---|-------------------------------------|--|
|   |  | <p align="center">Compliant</p>   | <p align="center">Non-Compliant</p> |  |
| <p><b>Digitization</b></p>                            |  |   |                                     |  |
|   |  | <p>a. Conform to the requirements of electronic evidence rule and all relevant provisions under the e-Commerce Act of 2000 to ensure usability of the documented information as a faithful copy of the original</p>                       |                                     |  |
|   |  | <p>b. Digitize BCDA documented information of three (3) million (3,000,000) sheets. Documented information up to A3 size shall be the subject of digitization.</p>  |                                     |  |
|   |  | <p>c. Store digitized documented information in a secured storage media</p>   |                                     |  |

|                    |                              | <p>d. Index the digitized files in a spreadsheet format. Format of indexing shall be as follows:</p> <table border="1"> <thead> <tr> <th>Index Field</th> <th>Number of Characters</th> </tr> </thead> <tbody> <tr> <td>Document Number</td> <td>15 (Alphanumeric)</td> </tr> <tr> <td>Date</td> <td>10 (mm/dd/yyyy)</td> </tr> <tr> <td>Document Type</td> <td>30 (Alphanumeric)</td> </tr> <tr> <td>Subject</td> <td>maximum of 99 (Alphanumeric)</td> </tr> <tr> <td>Nature of Document</td> <td>30 (Text)</td> </tr> <tr> <td>Signatories</td> <td>maximum of 99 (Text)</td> </tr> </tbody> </table> | Index Field | Number of Characters | Document Number | 15 (Alphanumeric) | Date | 10 (mm/dd/yyyy) | Document Type | 30 (Alphanumeric) | Subject | maximum of 99 (Alphanumeric) | Nature of Document | 30 (Text) | Signatories | maximum of 99 (Text) |  |  |
|--------------------|------------------------------|--|-------------|----------------------|-----------------|-------------------|------|-----------------|---------------|-------------------|---------|------------------------------|--------------------|-----------|-------------|----------------------|--|--|
| Index Field        | Number of Characters         |  |             |                      |                 |                   |      |                 |               |                   |         |                              |                    |           |             |                      |  |  |
| Document Number    | 15 (Alphanumeric)            |  |             |                      |                 |                   |      |                 |               |                   |         |                              |                    |           |             |                      |  |  |
| Date               | 10 (mm/dd/yyyy)              |  |             |                      |                 |                   |      |                 |               |                   |         |                              |                    |           |             |                      |  |  |
| Document Type      | 30 (Alphanumeric)            |  |             |                      |                 |                   |      |                 |               |                   |         |                              |                    |           |             |                      |  |  |
| Subject            | maximum of 99 (Alphanumeric) |  |             |                      |                 |                   |      |                 |               |                   |         |                              |                    |           |             |                      |  |  |
| Nature of Document | 30 (Text)                    |  |             |                      |                 |                   |      |                 |               |                   |         |                              |                    |           |             |                      |  |  |
| Signatories        | maximum of 99 (Text)         |  |             |                      |                 |                   |      |                 |               |                   |         |                              |                    |           |             |                      |  |  |
|                    |                              | <p>e. Digitized images shall be saved in portable document format (pdf) with the following scanning resolutions:</p> <ul style="list-style-type: none"> <li>• Text-based/with signature - 300 pixels per inch (minimum)</li> <li>• Images/graphics/tables - 600 pixels per inch (minimum)</li> </ul>   |             |                      |                 |                   |      |                 |               |                   |         |                              |                    |           |             |                      |  |  |
|                    |                              | <p>f. Scanning output shall have undergone Optical Character Recognition (OCR) process.</p>  |             |                      |                 |                   |      |                 |               |                   |         |                              |                    |           |             |                      |  |  |
|                    |                              | <p>g. Work from Mondays to Fridays only. Extended work schedule during weekends and holidays may be requested, subject to the approval of the BCDA.</p>  |             |                      |                 |                   |      |                 |               |                   |         |                              |                    |           |             |                      |  |  |
|                    |                              | <p>h. Turnover digitized files and spreadsheets of the indexes to the BCDA on a weekly basis.</p>  |             |                      |                 |                   |      |                 |               |                   |         |                              |                    |           |             |                      |  |  |

|  |  |  |  |  |
|--|--|--|--|--|
|  |  | <p>i. Submit a work plan or procedure, to include manpower deployment, project timetable, anticipated risk and corrective action procedure and recovery and backup process/mechanism to be concurred by the BCDA.</p>  |  |  |
|  |  | <p>j. Provide all the necessary equipment, such as, but not limited to the following:</p> <ul style="list-style-type: none"> <li>i. Scanners (flatbed, book, large format, automatic document feeder, etc.)</li> <li>ii. Desktop/Laptop computer</li> <li>iii. Binding machine/Heavy duty stapler</li> </ul>   |  |  |
|  |  | <p>k. Upon conclusion of the digitization project, the SERVICE PROVIDER shall submit to BCDA all digitized files, and spreadsheets for the indexed documented information in a portable external Solid State Drive (SSD). A minimum of two (2) units of SSD shall be provided by the SERVICE PROVIDER</p>  |  |  |
|  |  | <p>Compliance and Compatibility</p>  |  |  |
|  |  | <p>The SERVICE PROVIDER shall make the system compliant with Philippine regulatory and statutory laws (latest versions) specific for government agencies.</p> <p>It should also be compliant to the Data Privacy Act and the Electronic Commerce Act.</p> <p>It must be compatible with the latest versions of popular browsers like Chrome, Firefox and Edge, as well as Safari (for mobile devices).</p> |  |  |

|                   |                           | <p>Warranties</p> <table border="1"> <thead> <tr> <th>Details</th> <th>Warranty Period<br/>(year)</th> </tr> </thead> <tbody> <tr> <td>Digitized outputs</td> <td>1</td> </tr> </tbody> </table> | Details | Warranty Period<br>(year) | Digitized outputs | 1 |  |  |
|-------------------|---------------------------|--|---------|---------------------------|-------------------|---|--|--|
| Details           | Warranty Period<br>(year) |  |         |                           |                   |   |  |  |
| Digitized outputs | 1                         |  |         |                           |                   |   |  |  |
|                   |                           | Service Provider Requirements  |         |                           |                   |   |  |  |
|                   |                           | 1. The SERVICE PROVIDER must have at least five (5) years of Scanning and Indexing business experience.  |         |                           |                   |   |  |  |
|                   |                           | 2. The SERVICE PROVIDER must have a similar single contract amounting to at least 50% of the ABC.  |         |                           |                   |   |  |  |
|                   |                           | 3. The SERVICE PROVIDER must have a track record of scanning and indexing services equivalent to at least 50% of the total number of pages required for scanning under this project.             |         |                           |                   |   |  |  |
|                   |                           | 4. The SERVICE PROVIDER must have completed a similar contract in the last five (5) years.   |         |                           |                   |   |  |  |
|                   |                           | 5. Joint venture shall not be allowed. Subcontracting may be allowed up to 20% of the project pursuant to RA9184.  |         |                           |                   |   |  |  |
|                   |                           | <p>Confidentiality of Data</p> <p>To ensure the confidentiality of all information that will come to the knowledge of the SERVICE PROVIDER, a Non-Disclosure Agreement shall be</p>              |         |                           |                   |   |  |  |



|  |  |  |  |  |
|--|--|--|--|--|
|  |  | executed between BCDA and the<br>SERVICE PROVIDER. |  |  |
|--|--|--|--|--|

**Bidder's Authorized Representative:**

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Principal Bidder / Supplier

**SECTION VIII. CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENT**

Each and every page of the Bid Form, including the Schedule of prices, under Section VIII hereof, shall be signed (full signature) by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid, AND PROPERLY TABBED AS FOLLOWS:

**ELIGIBILITY AND TECHNICAL COMPONENT**

**(First Envelope)**

|                       |  |
|-----------------------|--|
| <p><b>TAB “A”</b></p> | <p>PhilGEPS Certificate of Registration under Platinum Membership<br/><br/>(all pages); or</p> <p><b><u>Class “A” Eligibility Documents:</u></b></p> <ul style="list-style-type: none"> <li>• <u>Registration Certificate</u> from Securities and Exchange Commission (SEC) for corporations, or Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives</li> <li>• <u>Current &amp; Valid Mayor’s/Business Permit</u>, if expired a copy of the expired Mayor’s Permit and the Official Receipt as proof that the bidder has applied for renewal of the permit issued by the city or municipality where the principal place of business of the prospective bidder is located</li> <li>• <u>Valid Tax Clearance</u> per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR</li> </ul> <p><b>Note:</b> In case the bidder opted to submit their Class “A” Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184</p> |
| <p><b>TAB “B”</b></p> | <ul style="list-style-type: none"> <li>• <b><u>(SF-G&amp;S-19A) Statement of all its ongoing government and private contracts</u></b>, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (<i>see attached Appendix</i>) duly signed by authorized representative; and</li> <li>• <b><u>(SF-G&amp;S-19B) Statement of Single Largest Completed Contract (SLCC)</u></b> similar in nature to the contract to be bid equivalent to at least fifty (50%) percent of the ABC. The statement required shall indicate the following:</li> </ul>  |

|                |   |
|----------------|---|
|                | <ul style="list-style-type: none"> <li>● name of the contract;</li> <li>● date of the contract;</li> <li>● contract duration;</li> <li>● owner's name and address;</li> <li>● kinds of Goods;</li> <li>● For Statement of Ongoing Contracts - amount of contract and value of outstanding contracts;</li> <li>● For Statement of SLCC - amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement;</li> <li>● date of delivery; and</li> <li>● end user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements.</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>● The Statement of all ongoing contracts requirement is merely a "statement" of all ongoing contracts. It refers to a "statement" to be made by the bidder relative to all its ongoing government and private contracts, and not the actual submission of the physical NOA, NTP or Contracts.</li> <li>● The Statement of SLCC to be submitted by the bidder shall attach</li> </ul> <p><b><u>ANY</u></b> of the following proof:</p> <ul style="list-style-type: none"> <li>● end user's acceptance; or</li> <li>● official receipt of the last payment received; or</li> <li>● sales invoice</li> </ul> |
| <b>TAB "C"</b> | <p><b><u>Bid Security</u> in ANY of the following:</b></p> <ul style="list-style-type: none"> <li>● <b>Cash or Cashier's/ Manager's Check</b> issued by a Universal or Commercial Bank (2% of the ABC) or;</li> </ul>   |

|         |  |
|---------|--|
|         | <ul style="list-style-type: none"> <li>● <b>Bank Draft/Guarantee or Irrevocable Letter of Credit</b> 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 (2% of the ABC) or;</li> <li>● <b>Surety Bond</b> with a Certificate from the Insurance Commission (5% of the ABC); or</li> <li>● <b>Notarized Bid Securing Declaration</b> (<i>see Appendix</i>)</li> </ul> <p><b>Note:</b> The bid security shall be valid for one hundred twenty (120) calendar days from the date of bid opening.</p> |
| TAB “D” | <b><u>Conformity with Technical Specifications</u></b> , Please refer to <b>Section VII</b> for the Form   |
| TAB “E” | <b><u>Conformity with Schedule of Requirements</u></b> , Please refer to <b>Section VI</b> for the Form  |
| TAB “F” | <b><u>Notarized Omnibus Sworn Statement</u></b> in accordance with Section 25.3 of the 2016 Revised IRR of RA 9184, and using the form prescribed in Section VIII. Bidding Forms ( <i>see attached Appendix “ — ”</i> )  |
|         | <b>Note:</b> The Omnibus Sworn Statement shall be accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary’s Certificate, whichever is applicable   |
| TAB “G” | <b><u>Audited Financial Statements</u></b> , showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or it’s duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of submission of bid.   |
| TAB “H” | <p><b><u>Computation of Net Financial Contracting Capacity (NFCC)</u></b> in accordance with ITB Clause 5 (Section IX, Bidding Forms) <b>OR</b></p> <p><b><u>Committed Line of Credit</u></b> from a Universal or Commercial Bank at least equal to ten percent (10%) of the ABC to be bid.</p> <p>FORMULA:</p> <p>NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects</p>   |

|   |  |
|---|--|
|   | under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.  |
| <b>TAB “I”</b>  | <p><b><u>Joint Venture Agreement</u></b> (JVA) in case the joint venture is already in existence, or</p> <p><b>Duly Notarized Statements</b> from all the potential joint venture partners in accordance with Section 23.1(b) of the 2016 Revised IRR of RA 9184, if applicable.</p> <p><b>Each partner</b> of the joint venture shall submit their respective PhilGEPS Certificates of Registration in accordance with Section 8.5.2 of this IRR. The submission of technical and financial eligibility documents <b>by any</b> of the joint venture partners constitutes compliance: Provided, That the partner responsible to submit the NFCC shall likewise submit the Statement of all of its ongoing contracts and Audited Financial Statements.</p> |
| <b>Other documentary requirements under RA No. 9184, as applicable:</b> |  |
| <b>TAB “J”</b>  | (For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos) <b><u>Certification from the relevant government office of their country</u></b> stating that Filipinos are allowed to participate in government procurement activities for the same item or product.  |
| <b>TAB “K”</b>  | <b><u>Certification from the DTI</u></b> if the Bidder claims preference as a Domestic Bidder or Domestic Entity   |

## FINANCIAL COMPONENT

(Second Envelope)

|                |   |
|----------------|---|
| <b>TAB “L”</b> | <p>See Appendix for the following draft Forms:</p> <ul style="list-style-type: none"> <li>• <b>Original of duly signed and accomplished <u>Financial Bid Form</u></b>; and,</li> <li>• <b>Original of duly signed and accomplished <u>Price Schedule/s</u></b></li> </ul> <p><b>Note:</b></p> |
|----------------|---|

|  |   |
|--|---|
|  | <p><i>Financial Proposal is INCLUSIVE of VAT and all applicable taxes and fees and Bids received in excess of the ABC shall be automatically rejected on bid opening.</i></p> |
|--|---|

**Annex “B”**

**Bidding Forms**

**Bid Form**

---

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

To: BASES CONVERSION AND DEVELOPMENT AUTHORITY  
2<sup>nd</sup> Floor Bonifacio Technology Center  
31<sup>st</sup> St., Cor. 2<sup>nd</sup> Ave., Bonifacio Global City  
Taguig City

Gentlemen and/or Ladies:

Having examined the Bidding Document including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *Bid for the Procurement of the BCDA DIGITIZATION PROJECT* in conformity with the said Bidding Document including technical specifications:

| ITEM(S) | TOTAL BID AMOUNT IN FIGURES | TOTAL AMOUNT IN WORDS |
|---------|-----------------------------|-----------------------|
|         |                             |                       |

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 Document.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 18.2 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 Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

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: \_\_\_\_\_



## Price Schedule

Name of Bidder \_\_\_\_\_ Invitation to bid 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<br><br>(col 5+6+7+8) | Total Price delivered Final Destination<br><br>(col 9) x (col 4) |
|      |             |                   |          |                         |   |  |  |  |  |

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

Legal Capacity: \_\_\_\_\_

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

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

## Omnibus Sworn Statement

---

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

### AFFIDAVIT

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

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

*[If a sole proprietorship:]* I am the sole proprietor 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.

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

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

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

**NAME OF NOTARY PUBLIC**

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

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

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

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

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

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

## BID SECURING DECLARATION FORM

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

x-----x

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

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

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

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

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

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

[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]

[Insert Signatory's Legal Capacity]

Affiant

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

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

**NAME OF NOTARY PUBLIC**

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

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

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

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

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

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

## Sample Forms: Goods and Services for Ongoing and Completed Contracts

SF-G&S-19A

### Statement of All Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started

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

| Name of the Contract                | Date of the Contract | Contract Duration | Owner's Name and Address | Kinds of Goods | Amount of Contract | Value of Outstanding Contracts | Date of Delivery |
|-------------------------------------|----------------------|-------------------|--------------------------|----------------|--------------------|--------------------------------|------------------|
| <b><u>Government Contracts:</u></b> |                      |                   |                          |                |                    |                                |                  |
| 1.                                  |                      |                   |                          |                |                    |                                |                  |
| 2.                                  |                      |                   |                          |                |                    |                                |                  |
| <b><u>Private Contracts:</u></b>    |                      |                   |                          |                |                    |                                |                  |
| 1.                                  |                      |                   |                          |                |                    |                                |                  |
| 2.                                  |                      |                   |                          |                |                    |                                |                  |
| <b>Total Amount:</b>                |                      |                   |                          |                |                    |                                |                  |

\*Continue in a separate sheet if necessary..

Submitted by : \_\_\_\_\_  
 Signature over Printed Name of Authorized Representative

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

**Note:**

- If there is no ongoing contract including those awarded but not yet started, state none or equivalent term.
- 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).

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

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

| Name of the Contract | Date of the Contract | Contract Duration | Owner's Name and Address | Kinds of Goods | Amount of Contract | Date of Delivery |
|----------------------|----------------------|-------------------|--------------------------|----------------|--------------------|------------------|
|                      |                      |                   |                          |                |                    |                  |
|                      |                      |                   |                          |                |                    |                  |
|                      |                      |                   |                          |                |                    |                  |

Submitted by : \_\_\_\_\_  
 Signature over Printed Name of Authorized Representative

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

**Note:**

**This statement shall be supported by ANY of the following:**

- End User's Acceptance; or
- Official Receipt of the last payment received; or
- Sales Invoice



**FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK**

A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

|    |                     | Year 20__ |
|----|---------------------|-----------|
| 1. | Total Assets        |           |
| 2. | Current Assets      |           |
| 3. | Total Liabilities   |           |
| 4. | Current Liabilities |           |
| 5. | Net Worth (1-3)     |           |
| 6. | Net Capital (2-4)   |           |

B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = K (current asset – current liabilities) minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started

NFCC = P \_\_\_\_\_

*K* = 15

Submitted by:

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

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

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

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

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

**BIDDING OF BCDA DIGITIZATION PROJECT  
SCHEDULE OF BIDDING ACTIVITIES**

| No.      | ACTIVITIES  | DATE/SCHEDULE (2021)                            |
|----------|---|---|
| 1        | Pre-Procurement Conference  | 07 October (Thursday)                           |
| 2        | Posting / Publication (Website, PhilGEPS, BCDA Premises & Newspaper )                       | 16 October (Saturday)                           |
| 3        | Issuance of Bid Documents   | 16 October (Saturday) to 11 November (Thursday) |
| <b>4</b> | <b>Pre-Bid Conference</b>   | <b>10:00 AM, 25 October (Monday)</b>            |
| 5        | Deadline for Request for Clarification, if any  | 29 October (Friday)                             |
| 6        | Issuance of Bid Bulletin, if any  | 03 November (Wednesday)                         |
| <b>7</b> | <b>Deadline for Submission of the ff: Eligibility Requirements and Financial Proposal</b>   | <b>09:00 AM, 11 November (Thursday)</b>         |
| <b>8</b> | <b>Opening of the ff: Eligibility Requirements and the Financial Proposal</b>               | <b>10:00 AM, 11 November (Thursday)</b>         |
| 9        | Bid Evaluation (TWG 's detailed evaluation of the submitted bids)                           | 15-16 November (Monday-Tuesday)                 |
| 10       | Sending of letter to the Bidder with LCB advising them on the conduct of Post-Qualification | 22 November (Monday)                            |
| 11       | Post Qualification on the Bidder with LCB or succeeding LCB (if any)                        | 24-26 November (Wednesday-Friday)               |
| 12       | Deliberation by BAC of the Results of Post qualification                                    | 29 November (Monday)                            |
| 13       | Issuance of BAC's Recommendation (based on the Results of Post-Qual)                        | On or before 07 December* (Tuesday)             |
| 14       | Approval of BAC Resolution and Issuance of Notice of Award*                                 | On or before 07 December* (Tuesday)             |
| 15       | Issuance of Notice to Proceed and Contract Signing  | On or before 17 December* (Friday)              |

*\*Subject to change*

