



## COOPERATIVE DEVELOPMENT AUTHORITY

827 Aurora Blvd., Service Road, Brgy. Immaculate Conception, 1111 Cubao, Quezon City, Philippines  
http://www.cda.gov.ph helpdesk@cda.gov.ph CDA @CDAPHils PH Cooperatives



# BIDDING DOCUMENTS

FOR

## PROCUREMENT OF A CLOUD-BASED SERVICE FOR ENTERPRISE EMAIL, STORAGE, COLLABORATION AND OFFICE PRODUCTIVITY SUITE

CONTRACT NO. CDA-GOODS-2021-01



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<b>CDA-BAC RESOLUTION NO. 013 2020 - GUIDELINES FOR THE ELECTRONIC SUBMISSION OF BIDS IN ACCORDANCE WITH GPPB RESOLUTION NO. 09-2020 (APPROVING MEASURES FOR THE EFFICIENT CONDUCT OF PROCUREMENT ACTIVITIES DURING A STATE OF CALAMITY, OR IMPLEMENTATION OF COMMUNITY QUARANTINE OR SIMILAR RESTRICTIONS) .....</b>	<b>99</b>

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



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### INVITATION TO BID

#### PROCUREMENT OF A CLOUD-BASED SERVICE FOR ENTERPRISE EMAIL, STORAGE, COLLABORATION AND OFFICE PRODUCTIVITY SUITE WITH CONTRACT NO. CDA-GOODS-2021-01

1. The **COOPERATIVE DEVELOPMENT AUTHORITY (CDA) Head Office**, through the authorized appropriations under the FY 2021 General Appropriations Act, intends to apply the sum of **TWO MILLION TWO HUNDRED FIFTY THOUSAND PESOS (P2,250,000.00)** being the **Approved Budget for the Contract (ABC)** to payments under contract for the **CLOUD-BASED SERVICE FOR ENTERPRISE EMAIL, STORAGE, COLLABORATION AND OFFICE PRODUCTIVITY SUITE**. Bids received in excess of the ABC shall be automatically rejected at Bid opening.
2. The **CDA through its Bids and Awards Committee (BAC)** now invites **eligible and interested Bidders for the CLOUD-BASED SERVICE FOR ENTERPRISE EMAIL, STORAGE, COLLABORATION AND OFFICE PRODUCTIVITY SUITE**. **Duration of the project is ONE (1) year upon receipt of the Notice to Proceed**. Bidders should have completed a contract similar to the Project, within five (5) years from the date of submission and receipt of bids. The description of the eligible bidder is contained in Section II of the Bidding Documents, Instruction to Bidders (ITB).
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary pass/fail criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (R.A. 9184), otherwise known as the **“Government Procurement Reform Act.”**

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, 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 Republic Act 5183.

4. Interested bidders may obtain further information from CDA Bids and Awards Committee Secretariat and inspect the Bidding Documents at the address given below during office hours and as posted on the website of the CDA and the Philippine Government Electronic Procurement System (PhilGEPS).
5. A complete set of Bidding Documents may be purchased by interested Bidders starting **January 21, 2021** from the address given below and upon payment of a non-refundable

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fee for the Bidding Documents in the amount of **FOUR THOUSAND PESOS (P4,000.00)**.

It may also be **downloaded free of charge** from the website of the Philippine Government Electronic Procurement System (**PhilGEPS**) and the website of the **CDA**, provided that bidders shall pay the fee for the Bidding Documents not later than the submission and opening of bids.

6. The **CDA BAC** will hold a **PRE-BID CONFERENCE on February 1, 2021 (Monday), 10:00 A.M.** which shall be open to all interested parties. To reduce the risks and hazards of community transmission of COVID-19, the BAC shall conduct meetings and conferences via **videoconferencing** until further notice, or until such time that the state of calamity, or implementation of community quarantine or similar government restrictions shall have been lifted by the proper government authorities.
7. Bids shall be submitted online via **bacsecretariat@cda.gov.ph**, provided that the email is encrypted, the file is in a zip format and password-protected in strict compliance with GPPB Resolution no. 09-2020 dated 07 May 2020. The password to access the file shall only be disclosed by the bidders during the actual bid opening.

**BID OPENING shall be on February 15, 2021, Monday, at 10:00 A.M. via videoconferencing.**

Bids must be submitted at the **latest one (1) hour before the deadline for the opening of bids (or at 9:00 A.M. of February 15, 2021)**, accompanied by a bid security in any of the acceptable forms and in the amount stated in the Instruction to Bidders. The bids shall be opened in the presence of the bidders or their duly authorized representatives who shall attend at the virtual meeting itself. Late bids shall not be accepted

8. The **CDA and/or its BAC** reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders and to accept only the offer that is most advantageous to the Government. The CDA assumes no responsibility whatsoever to compensate or indemnify Bidders for any expenses incurred in the preparation of their Bids.
9. For further information, please refer to:

**THE CDA BAC SECRETARIAT**

Ground Floor, CDA Building, No. 827 Aurora Blvd., Service Road, Brgy. Immaculate Conception, Cubao, Quezon City

Telephone/FAX No. (02) 8723-8306

**Email address: *bacsecretariat@cda.gov.ph***

(SIGNED)

**GIOVANNI T. PLATERO, CSEE**  
Chairman, Bids & Awards Committee

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## INSTRUCTIONS:

To access the Registration Form for the **PRE-BID CONFERENCE**, kindly click this link:

**<https://forms.gle/DCF1i8qbUF8GPAqV7>**

Or scan the QR Code below:



Upon receipt of your response, the CDA BAC Secretariat will be sending you another link via email to access the virtual meeting on the prescribed date.

Thank you.

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To access the Registration Form for the **OPENING OF BIDS**, kindly click this link:

**<https://forms.gle/ggp95RvEcGyhBoJ89>**

Or scan the QR Code below:



Upon receipt of your response, the CDA BAC Secretariat will be sending you another link via email to access the virtual meeting on the prescribed date.

Thank you.



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

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## A. General

### 1. Scope of Bid

- 1.1. The procuring entity named in the **BDS** (hereinafter referred to as the “Procuring Entity”) wishes to receive bids for supply and delivery of the goods as described in Section VII. Technical Specifications (hereinafter referred to as the “Goods”).
- 1.2 The name, identification, and number of lots specific to this bidding are provided in the **BDS**. The contracting strategy and basis of evaluation of lots is described in ITB Clause 28.

### 2. Source of Funds

The Procuring Entity has a budget or has applied for or received funds from the Funding Source named in the **BDS**, and in the amount indicated in the **BDS**. It intends to apply part of the funds received for the Project, as defined in the **BDS**, to cover eligible payments under the contract.

### 3. Corrupt, Fraudulent, Collusive, and Coercive Practices

- 3.1. Unless otherwise specified in the **BDS**, 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. In pursuance of this policy, the Procuring Entity:

- (a) defines, for purposes of this provision, the terms set forth below as follows:
  - (i) “corrupt practice” means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in RA 3019.
  - (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial,

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non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.

(iii) **“collusive practices” means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels.**

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

(v) **“obstructive practice” is**

(aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or

(bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.

(b) **will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the contract.**

3.2 Further, the Procuring Entity will seek to impose the maximum civil, administrative, and/or criminal penalties available under applicable laws on individuals and organizations deemed to be involved in any of the practices mentioned in **ITB** Clause 3.1(a).

3.3 Furthermore, the Funding Source and the Procuring Entity reserve the right to inspect and audit records and accounts of a bidder or supplier in the bidding for and performance of a contract themselves or through independent auditors as reflected in the **GCC** Clause 3.

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## 4. Conflict of Interest

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

- (a) **A Bidder has controlling shareholders in common with another Bidder;**
- (b) **A Bidder receives or has received any direct or indirect subsidy from any other Bidder;**
- (c) **A Bidder has the same legal representative as that of another Bidder for purposes of this bid;**
- (d) **A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder or influence the decisions of the Procuring Entity regarding this bidding process. This will include a firm or an organization who lends, or temporarily seconds, its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for or implementation of the project if the personnel would be involved in any capacity on the same project;**
- (e) **A Bidder submits more than one bid in this bidding process. However, this does not limit the participation of subcontractors in more than one bid; or**
- (f) **A Bidder who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are the subject of the bid.**

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

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- (a) If the Bidder is an individual or a sole proprietorship, to the Bidder himself;
- (b) If the Bidder is a partnership, to all its officers and members;
- (c) If the Bidder is a corporation, to all its officers, directors, and controlling stockholders; and
- (d) If the Bidder is a joint venture (JV), the provisions of items (a), (b), or (c) of this Clause shall correspondingly apply to each of the members of the said JV, as may be appropriate.

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

## 5. Eligible Bidders

5.1 Unless otherwise indicated in the **BDS**, the following persons shall be eligible to participate in this bidding:

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

5.2 Foreign bidders may be eligible to participate when any of the following Circumstance exist, as specified in the **BDS**:

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- (a) When a Treaty or International or Executive Agreement as provided in Section 4 of the RA 9184 and its IRR allow foreign bidders to participate;
  - (b) 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;
  - (c) When the Goods sought to be procured are not available from local suppliers; or
  - (d) When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3 Government corporate entities may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not dependent agencies of the GOP or the Procuring Entity.
- 5.4. Unless otherwise provided in the BDS, the Bidder must have completed at least one contract similar to the Project the value of which, adjusted to current prices using the Philippine Statistics Authority (PSA) consumer price index, must be at least equivalent to a percentage of the ABC stated in the BDS.

**For this purpose, contracts similar to the Project shall be those described in the BDS, and completed within the relevant period stated in the Invitation to Bid and ITB Clause 12.1(a)(iii).**

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

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

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

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

If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid. If issued by a foreign

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universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank.

## 6. Bidder's Responsibilities

6.1 The Bidder or its duly authorized representative shall submit a sworn statement in the form prescribed in Section VIII. Bidding Forms as required in ITB Clause 12.1(b)(iii).

6.2 The Bidder is responsible for the following:

- (a) Having taken steps to carefully examine all of the Bidding Documents;
- (b) Having acknowledged all conditions, local or otherwise, affecting the implementation of the contract;
- (c) Having made an estimate of the facilities available and needed for the contract to be bid, if any; and
- (d) Having complied with its responsibility to inquire or secure Supplemental/Bid Bulletin(s) as provided under ITB Clause 10.3.
- (e) Ensuring that it is not "blacklisted" or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;
- (f) Ensuring that 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;
- (g) Authorizing the Head of the Procuring Entity or its duly authorized representative/s to verify all the documents submitted;
- (h) Ensuring that the signatory is the duly authorized representative of the Bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Bidder in the bidding, with the duly notarized Secretary's Certificate attesting to such fact, if the Bidder is a corporation, partnership, cooperative, or joint venture;
- (i) Complying with the disclosure provision under Section 47 of RA 9184 in relation to other provisions of RA 3019; and
- (j) Complying with existing labor laws and standards, in the case of procurement of services. Moreover, bidder undertakes to:
  - (i) Ensure the entitlement of workers to wages, hours of work, safety and health and other prevailing conditions of work as established by national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when applicable.

In case there is a finding by the Procuring Entity or the DOLE of underpayment or non-payment of workers' wage and wage-related benefits, bidder agrees that the performance security or portion of the contract amount shall be withheld in favor of the complaining workers pursuant to appropriate provisions of Republic Act No. 9184 without prejudice to the institution of appropriate actions under the Labor Code, as amended, and other social legislations.

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- (ii) Comply with occupational safety and health standards and to correct deficiencies, if any.

In case of imminent danger, injury or death of the worker, bidder undertakes to suspend contract implementation pending clearance to proceed from the DOLE Regional Office and to comply with Work Stoppage Order; and

- (iii) Inform the workers of their conditions of work, labor clauses under the contract specifying wages, hours of work and other benefits under prevailing national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when applicable, through posting in two (2) conspicuous places in the establishment's premises; and
- (k) Ensuring that it did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

Failure to observe any of the above responsibilities shall be at the risk of the Bidder concerned.

- 6.3 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents.
- 6.4 It shall be the sole responsibility of the Bidder to determine and to satisfy itself by such means as it considers necessary or desirable as to all matters pertaining to the contract to be bid, including: (a) the location and the nature of this Project; (b) climatic conditions; (c) transportation facilities; and (d) other factors that may affect the cost, duration, and execution or implementation of this Project.
- 6.5 The Procuring Entity shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the procuring entity.
- 6.6 The Bidder shall bear all costs associated with the preparation and submission of his bid, and the Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 6.7 Before submitting their bids, the Bidder is deemed to have become familiar with all existing laws, decrees, ordinances, acts and regulations of the Philippines which may affect this Project in any way.



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- 6.8 The Bidder should note that the Procuring Entity will accept bids only from those that have paid the nonrefundable fee for the Bidding Documents at the office indicated in the Invitation to Bid.

## **7. Origin of Goods**

Unless otherwise indicated in the **BDS**, there is no restriction on the origin of goods other than those prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, subject to ITB Clause 27.1.

## **8. Subcontracts**

- 8.1 Unless otherwise specified in the **BDS**, the Bidder may subcontract portions of the Goods to an extent as may be approved by the Procuring Entity and stated in the **BDS**. However, subcontracting of any portion shall not relieve the Bidder from any liability or obligation that may arise from the contract for this Project.
- 8.2 Subcontractors must comply with the eligibility criteria and the documentary requirements specified in the **BDS**. In the event that any subcontractor is found by the Procuring Entity to be ineligible, the subcontracting of such portion of the Goods shall be disallowed.
- 8.3 The Bidder may identify the subcontractor to whom a portion of the Goods will be subcontracted at any stage of the bidding process or during contract implementation. If the Bidder opts to disclose the name of the subcontractor during bid submission, the Bidder shall include the required documents as part of the technical component of its bid.

## **B. Contents of Bidding Documents**

### **9. Pre-Bid Conference**

- 9.1 (a) If so specified in the **BDS**, a pre-bid conference shall be held at the venue and on the date indicated therein, to clarify and address the Bidders' questions on the technical and financial components of this Project.
- (b) The pre-bid conference shall be held at least twelve (12) calendar days before the deadline for the submission and receipt of bids. If the Procuring Entity determines that, by reason of the method, nature, or complexity of the contract to be bid, or when international participation will be more advantageous to the **GOA**, a longer period for the preparation of bids is necessary, the pre-bid conference shall be held at least thirty (30) calendar days before the deadline for the submission and receipt of bids, as specified in the **BDS**.

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- 9.2 Bidders are encouraged to attend the pre-bid conference to ensure that they fully understand the Procuring Entity's requirements. Non-attendance of the Bidder will in no way prejudice its bid; however, the Bidder is expected to know the changes and/or amendments to the Bidding Documents discussed during the pre-bid conference.
- 9.3 Any statement made at the pre-bid conference shall not modify the terms of the Bidding Documents unless such statement is specifically identified in writing as an amendment thereto and issued as a Supplemental/Bid Bulletin.

## 10. Clarification and Amendment of Bidding Documents

- 10.1 Bidders who have purchased the Bidding Documents may request for clarifications on any part of the Bidding Documents for an interpretation. Such a request must be in writing and submitted to the Procuring Entity at the address indicated in the **BDS** at least ten (10) calendar days before the deadline set for the submission and receipt of bids.
- 10.2 The BAC shall respond to the said request by issuing a Supplemental/Bid Bulletin, to be made available to all those who have properly secured the Bidding Documents, at least seven (7) calendar days before the deadline for the submission and receipt of Bids.
- 10.3 Supplemental/Bid Bulletins may be issued upon the Procuring Entity's initiative for purposes of clarifying or modifying any provision of the Bidding Documents not later than seven (7) calendar days before the deadline for the submission and receipt of bids. Any modification to the Bidding Documents shall be identified as an amendment.
- 10.4 Any Supplemental/Bid Bulletin issued by the BAC shall also be posted on the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity concerned, if available. It shall be the responsibility of all Bidders who secure the Bidding Documents to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC. However, Bidders who have submitted bids before the issuance of the Supplemental/Bid Bulletin must be informed and allowed to modify or withdraw their bids in accordance with **ITB** Clause 23.

## C. Preparation of Bids

### 11. Language of Bid

The bid, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring Entity, shall be written in English. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation in

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English certified by the appropriate embassy or consulate in the Philippines, in which case the English translation shall govern for purposes of interpretation of the bid.

## 12. Documents Comprising the Bid: Eligibility and Technical Components

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

(a) Eligibility Components –

Class “A” Documents:

- (i) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the BDS;
- (ii) Mayor’s permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
- (iii) Statement of all its ongoing and completed government and private contracts within the period stated in the BDS, including contracts awarded but not yet started, if any. The statement shall include, for each contract, the following:
  - (iii.1) name of the contract;
  - (iii.2) date of the contract;
  - (iii.3) contract duration;
  - (iii.4) owner’s name and address;
  - (iii.5) kinds of Goods;
  - (iii.6) For Statement of Ongoing Contracts – amount of contract and value of outstanding contracts;
  - (iii.7) 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;
  - (iii.8) date of delivery; and
  - (iii.9) end user’s acceptance or official receipt(s) issued for the contract, if completed, which shall be attached to the statements.
- (iv) Audited financial statements, stamped “received” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from bid submission.

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- (v) NFCC computation or CLC in accordance with ITB Clause 5.5; and

## Class “B” Document:

- (vi) If applicable, the 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.
- (b) Technical Documents –
- (i) Bid security in accordance with ITB Clause 18. If the Bidder opts to submit the bid security in the form of:
    - (i.1) a bank draft/guarantee or irrevocable letter of credit issued by a foreign Bank: provided, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or
    - (i.2) a surety bond, it shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments;
  - (ii) Conformity with the delivery schedule and technical specifications as stated in Section VI and VII of this bidding documents; and
  - (iii) Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed in Section VIII. Bidding Forms.
  - (iv) For foreign bidders claiming eligibility by reason of their country’s extension of reciprocal rights to Filipinos, a certification from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same item or product.

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## 13. Documents Comprising the Bid: Financial Component

13.1 Unless otherwise stated in the **BDS**, the financial component of the bid shall contain the following:

- (c) **Financial Bid Form, which includes bid prices and the bill of quantities and the applicable Price Schedules, in accordance with ITB Clauses 15.1 and 15.4;**
- (d) **If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification from the DTI, SEC, or CDA issued in accordance with ITB Clause 27, unless otherwise provided in the BDS; and**
- (e) **Any other document related to the financial component of the bid as stated in the BDS.**

13.2 (a) Unless otherwise stated in the **BDS**, all bids that exceed the ABC shall not be accepted.

**(b) Unless otherwise indicated in the BDS, for foreign-funded procurement, a ceiling may be applied to bid prices provided the following conditions are met:**

- (i) Bidding Documents are obtainable free of charge on a freely accessible website. If payment of Bidding Documents is required by the procuring entity, payment could be made upon the submission of bids.
- (ii) The procuring entity has procedures in place to ensure that the ABC is based on recent estimates made by the responsible unit of the procuring entity and that the estimates reflect the quality, supervision and risk and inflationary factors, as well as prevailing market prices, associated with the types of works or goods to be procured.
- (iii) The procuring entity has trained cost estimators on estimating prices and analyzing bid variances.
- (iv) The procuring entity has established a system to monitor and report bid prices relative to ABC and engineer's/procuring entity's estimate.
- (v) The procuring entity has established a system to monitor and report bid prices relative to ABC and procuring entity's estimate. The procuring entity has established a monitoring and evaluation system for contract implementation to provide a feedback on actual total costs of goods and works.

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## 14. Alternative Bids

- 14.1 Alternative Bids shall be rejected. For this purpose, alternative bid is an offer made by a Bidder in addition or as a substitute to its original bid which may be included as part of its original bid or submitted separately therewith for purposes of bidding. A bid with options is considered an alternative bid regardless of whether said bid proposal is contained in a single envelope or submitted in two (2) or more separate bid envelopes.
- 14.2 Each Bidder shall submit only one Bid, either individually or as a partner in a JV. A Bidder who submits or participates in more than one bid (other than as a subcontractor if a subcontractor is permitted to participate in more than one bid) will cause all the proposals with the Bidder's participation to be disqualified. This shall be without prejudice to any applicable criminal, civil and administrative penalties that may be imposed upon the persons and entities concerned.

## 15. Bid Prices

- 15.1 The Bidder shall complete the appropriate Price Schedules included herein, stating the unit prices, total price per item, the total amount and the expected countries of origin of the Goods to be supplied under this Project.
- 15.2 The Bidder shall fill in rates and prices for all items of the Goods described in the Bill of Quantities. Bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, Bill of Quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a "0" (zero) for the said item would mean that it is being offered for free to the Government.
- 15.3. The terms Ex Works (EXW), Cost, Insurance and Freight (CIF), Cost and Insurance Paid to (CIP), Delivered Duty Paid (DDP), and other trade terms used to describe the obligations of the parties, shall be governed by the rules prescribed in the current edition of the International Commercial Terms (INCOTERMS) published by the International Chamber of Commerce, Paris.
- 15.4 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), including all customs duties and sales and other taxes already paid or payable:**
      - (i.1) **on the components and raw material used in the manufacture or assembly of Goods quoted ex works or ex factory; or**

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- (i.2) on the previously imported Goods of foreign origin quoted ex warehouse, ex showroom, or off-the-shelf and any Procuring Entity country sales and other taxes which will be payable on the Goods if the contract is awarded.
  - (ii) The price for inland transportation, insurance, and other local costs incidental to delivery of the Goods to their final destination.
  - (iii) The price of other (incidental) services, if any, listed in the BDS.
- (b) For Goods offered from abroad:
- (i) Unless otherwise stated in the BDS, the price of the Goods shall be quoted 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, listed in the BDS.
- 15.5 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or price escalation on any account, unless otherwise specified in the BDS. A bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected, pursuant to **ITB** Clause 24.

All bid prices shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances. Extraordinary circumstances refer to events that may be determined by the National Economic and Development Authority in accordance with the Civil Code of the Philippines, and upon the recommendation of the Procuring Entity. Nevertheless, in cases where the cost of the awarded contract is affected by any applicable new laws, ordinances, regulations, or other acts of the **GO**P, promulgated after the date of bid opening, a contract price adjustment shall be made or appropriate relief shall be applied on a no loss-no gain basis.

## 16. Bid Currencies

- 16.1 Prices shall be quoted in the following currencies:

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- (a) For Goods that the Bidder will supply from within the Philippines, the prices shall be quoted in Philippine Pesos.
- (b) For Goods that the Bidder will supply from outside the Philippines, the prices may be quoted in the currency (ies) stated in the BDS. 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.

16.2 If so allowed in accordance with **ITB** Clause 16.1, the Procuring Entity for purposes of bid evaluation and comparing the bid prices will convert the amounts in various currencies in which the bid price is expressed to Philippine Pesos at the foregoing exchange rates.

16.3 Unless otherwise specified in the BDS, payment of the contract price shall be made in Philippine Pesos.

## 17. Bid Validity

17.1 Bids shall remain valid for the period specified in the BDS which shall not exceed one hundred twenty (120) calendar days from the date of the opening of bids.

17.2 In exceptional circumstances, prior to the expiration of the Bid validity period, the Procuring Entity may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. The bid security described in **ITB** Clause 18 should also be extended corresponding to the extension of the bid validity period at the least. A Bidder may refuse the request without forfeiting its bid security, but his bid shall no longer be considered for further evaluation and award. A Bidder granting the request shall not be required or permitted to modify its bid.

## 18. Bid Security

18.1 The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount stated in the BDS, which shall be not less than the percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Not Less than the Percentage of the ABC)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.  <i>For biddings conducted by LGUs, the Cashier's/Manager's</i>	Two percent (2%)



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<p><i>Check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	
<p>(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</p> <p><i>For biddings conducted by LGUs, Bank Draft/Guarantee, or Irrevocable Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	
<p>(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</p>	<p>Five percent (5%)</p>

The Bid Securing Declaration mentioned above is an undertaking which states, among others, that the Bidder shall enter into contract with the procuring entity and furnish the performance security required under ITB Clause 33.2, within ten (10) calendar days from receipt of the Notice of Award, and commits to pay the corresponding amount as fine, and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as provided in the guidelines issued by the GPPB.

- 18.2 The bid security should be valid for the period specified in the **BDS**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 18.3 No bid securities shall be returned to bidders after the opening of bids and before contract signing, except to those that failed or declared as post-disqualified, upon submission of a written waiver of their right to file a motion for reconsideration and/or protest. Without prejudice on its forfeiture, bid securities shall be returned only after the bidder with the Lowest Calculated and Responsive Bid has signed the contract and furnished the performance security,

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but in no case later than the expiration of the bid security validity period indicated in **ITB** Clause 18.2.

18.4 Upon signing and execution of the contract pursuant to **ITB** Clause 32, and the posting of the performance security pursuant to **ITB** Clause 33, the successful Bidder's bid security will be discharged, but in no case later than the bid security validity period as indicated in the **ITB** Clause 18.2.

18.5 The bid security may be forfeited:

- (d) **if a Bidder:**
  - (i) withdraws its bid during the period of bid validity specified in ITB Clause 17;
  - (ii) does not accept the correction of errors pursuant to ITB Clause 28.3(b);
  - (iii) fails to submit the requirements within the prescribed period or a finding against their veracity as stated in ITB Clause 29.2; or
  - (iv) submission of eligibility requirements containing false information or falsified documents;
  - (v) submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding;
  - (vi) allowing the use of one's name, or using the name of another for purposes of public bidding;
  - (vii) withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the Lowest Calculated and Responsive Bid;
  - (viii) refusal or failure to post the required performance security within the prescribed time;
  - (ix) refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification;
  - (x) any documented attempt by a bidder to unduly influence the outcome of the bidding in his favor;
  - (xi) failure of the potential joint venture partners to enter into the joint venture after the bid is declared successful; or
  - (xii) all other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from

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bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.

- (e) if the successful Bidder:
  - (i) fails to sign the contract in accordance with ITB Clause 32;
  - (ii) fails to furnish performance security in accordance with ITB Clause 33; or

## 19. Format and Signing of Bids

- 19.1 Bidders shall submit their bids through their duly authorized representative using the appropriate forms provided in Section VIII. Bidding Forms on or before the deadline specified in the ITB Clauses 21 in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The first shall contain the technical component of the bid, including the eligibility requirements under ITB Clause 12.1, and the second shall contain the financial component of the bid.
- 19.2 Forms as mentioned in ITB Clause 19.1 must be completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.
- 19.3 The Bidder shall prepare and submit an original of the first and second envelopes as described in ITB Clauses 12 and 13. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 19.4 The bid, except for unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder.
- 19.5 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder.

## 20. Sealing and Marking of Bids / GPPB Resolution No. 09-2020 dated 07 May 2020

- 20.1 Bidders shall enclose their original eligibility and technical documents described in ITB Clause 12 in one sealed envelope marked "ORIGINAL - TECHNICAL COMPONENT", and the original of their financial component in another sealed envelope marked "ORIGINAL - FINANCIAL COMPONENT", sealing them all in an outer envelope marked "ORIGINAL BID".
- 20.2 Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as "COPY NO. \_\_\_\_ - TECHNICAL COMPONENT" and "COPY NO. \_\_\_\_ - FINANCIAL COMPONENT" and the outer envelope as "COPY NO. \_\_\_\_", respectively. These envelopes

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containing the original and the copies shall then be enclosed in one single envelope.

- 20.3 The original and the number of copies of the Bid as indicated in the **BDS** shall be typed or written in indelible ink and shall be signed by the bidder or its duly authorized representative/s.
- 20.4 All envelopes shall:
- (a) **contain the name of the contract to be bid in capital letters;**
  - (b) **bear the name and address of the Bidder in capital letters;**
  - (c) **be addressed to the Procuring Entity's BAC in accordance with ITB Clause 1.1;**
  - (d) **bear the specific identification of this bidding process indicated in the ITB Clause 1.2; and**
  - (e) **bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, in accordance with ITB Clause 21.**
- 20.5 Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC or the Procuring Entity shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.

## D. Submission and Opening of Bids

### 21. Deadline for Submission of Bids

**Bids must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the BDS.**

### 22. Late Bids

**Any bid submitted after the deadline for submission and receipt of bids prescribed by the Procuring Entity, pursuant to ITB Clause 21, shall be declared "Late" and shall not be accepted by the Procuring Entity.**

### 23. Modification and Withdrawal of Bids / GPPB Resolution No. 09-2020

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

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- 23.2 A Bidder may, through a Letter of Withdrawal, withdraw its bid after it has been submitted, for valid and justifiable reason; provided that the Letter of Withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids. The Letter of Withdrawal must be executed by the duly authorized representative of the Bidder identified in the Omnibus Sworn Statement, a copy of which should be attached to the letter.
- 23.3 Bids requested to be withdrawn in accordance with **ITB** Clause 23.1 shall be returned unopened to the Bidders. A Bidder may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of bids. A Bidder that withdraws its bid shall not be permitted to submit another bid, directly or indirectly, for the same contract.
- 23.4 No bid may be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Financial Bid Form. Withdrawal of a bid during this interval shall result in the forfeiture of the Bidder's bid security, pursuant to **ITB** Clause 18.5, and the imposition of administrative, civil and criminal sanctions as prescribed by RA 9184 and its IRR.
- 24. Opening and Preliminary Examination of Bids / GPPB Res. No. 09-2020**
- 24.1. The BAC shall open the bids in public, immediately after the deadline for the submission and receipt of bids, as specified in the **BDS**. In case the Bids cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the Bids submitted and reschedule the opening of Bids on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.
- 24.2. Unless otherwise specified in the **BDS**, the BAC shall open the first bid envelopes and determine each Bidder's compliance with the documents prescribed in **ITB** Clause 0, using a non-discretionary "pass/fail" criterion. If a Bidder submits the required document, it shall be rated "passed" for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed". Otherwise, the BAC shall rate the said first bid envelope as "passed".
- 24.3. Unless otherwise specified in the **BDS**, immediately after determining compliance with the requirements in the first envelope, the BAC shall forthwith open the second bid envelope of each remaining eligible bidder whose first bid envelope was rated "passed". The second envelope of each complying bidder shall be opened within the same day. In case one or more of the requirements in the second envelope of a particular bid is missing, incomplete or patently insufficient, and/or if the submitted total bid price exceeds the ABC unless otherwise provided in **ITB** Clause 0, the BAC shall rate the bid concerned as "failed". Only bids that are determined to contain all the bid requirements for both components shall be rated "passed" and shall immediately be considered for evaluation and comparison.

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- 24.4. Letters of Withdrawal shall be read out and recorded during bid opening, and the envelope containing the corresponding withdrawn bid shall be returned to the Bidder unopened.
- 24.5. All members of the BAC who are present during bid opening shall initial every page of the original copies of all bids received and opened.
- 24.6. In the case of an eligible foreign bidder as described in **ITB** Clause 5, the following Class “A” Documents may be substituted with the appropriate equivalent documents, if any, issued by the country of the foreign Bidder concerned, which shall likewise be uploaded and maintained in the PhilGEPS in accordance with Section 8.5.2 of the IRR:
  - (a) Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives;
  - (b) Mayor’s/Business permit issued by the local government where the principal place of business of the bidder is located; and
  - (c) Audited Financial Statements showing, among others, the prospective bidder’s total and current assets and liabilities stamped “received” by the Bureau of Internal Revenue or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two years from the date of bid submission.
- 24.7. Each partner of a joint venture agreement shall likewise submit the requirements in **ITB** Clause 12.1(a)(i). Submission of documents required under **ITB** Clauses 12.1(a)(ii) to 12.1(a)(iii) by any of the joint venture partners constitutes compliance.
- 24.8. The Procuring Entity shall prepare the minutes of the proceedings of the bid opening that shall include, as a minimum: (a) names of Bidders, their bid price (per lot, if applicable, and/or including discount, if any), bid security, findings of preliminary examination, and whether there is a withdrawal or modification; and (b) attendance sheet. The BAC members shall sign the abstract of bids as read.
- 24.9. The bidders or their duly authorized representatives may attend the opening of bids. The BAC shall ensure the integrity, security, and confidentiality of all submitted bids. The Abstract of Bids as read and the minutes of the bid opening shall be made available to the public upon written request and payment of a specified fee to recover cost of materials.
- 24.10. To ensure transparency and accurate representation of the bid submission, the BAC Secretariat shall notify in writing all bidders whose bids it has received through its PhilGEPS-registered physical address or official e-mail address. The notice shall be issued within seven (7) calendar days from the date of the bid opening.

## E. Evaluation and Comparison of Bids

### 25. Process to be Confidential

- 25.1 Members of the BAC, including its staff and personnel, as well as its Secretariat and TWG, are prohibited from making or accepting any kind of communication

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with any bidder regarding the evaluation of their bids until the issuance of the Notice of Award, unless otherwise allowed in the **BDS** or in the case of **ITB** Clause 26.

- 25.2 Any effort by a bidder to influence the Procuring Entity in the Procuring Entity's decision in respect of bid evaluation, bid comparison or contract award will result in the rejection of the Bidder's bid.

## 26. Clarification of Bids

To assist in the evaluation, comparison, and post-qualification of the bids, the Procuring Entity may ask in writing any Bidder for a clarification of its bid. All responses to requests for clarification shall be in writing. Any clarification submitted by a Bidder in respect to its bid and that is not in response to a request by the Procuring Entity shall not be considered.

## 27. Domestic Preference

- 27.1 Unless otherwise stated in the **BDS**, the Procuring Entity will grant a margin of preference for the purpose of comparison of bids in accordance with the following:

- (a) The preference shall be applied when (i) the lowest Foreign Bid is lower than the lowest bid offered by a Domestic Bidder, or (ii) the lowest bid offered by a non-Philippine national is lower than the lowest bid offered by a Domestic Entity.
- (b) For evaluation purposes, the lowest Foreign Bid or the bid offered by a non-Philippine national shall be increased by fifteen percent (15%).
- (c) In the event that (i) the lowest bid offered by a Domestic Entity does not exceed the lowest Foreign Bid as increased, or (ii) the lowest bid offered by a non-Philippine national as increased, then the Procuring Entity shall award the contract to the Domestic Bidder/Entity at the amount of the lowest Foreign Bid or the bid offered by a non-Philippine national, as the case may be.
- (d) If the Domestic Entity/Bidder refuses to accept the award of contract at the amount of the Foreign Bid or bid offered by a non-Philippine national within two (2) calendar days from receipt of written advice from the BAC, the Procuring Entity shall award to the bidder offering the Foreign Bid or the non-Philippine national, as the case may be, subject to post-qualification and submission of all the documentary requirements under these Bidding Documents.

- 27.2 A Bidder may be granted preference as a Domestic Entity subject to the certification from the DTI (in case of sole proprietorships), SEC (in case of



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partnerships and corporations), or CDA (in case of cooperatives) that the (a) sole proprietor is a citizen of the Philippines or the partnership, corporation, cooperative, or association is duly organized under the laws of the Philippines with at least seventy five percent (75%) of its interest or outstanding capital stock belonging to citizens of the Philippines, (b) habitually established in business and habitually engaged in the manufacture or sale of the merchandise covered by his bid, and (c) the business has been in existence for at least five (5) consecutive years prior to the advertisement and/or posting of the Invitation to Bid for this Project.

- 27.3 A Bidder may be granted preference as a Domestic Bidder subject to the certification from the DTI that the Bidder is offering unmanufactured articles, materials or supplies of the growth or production of the Philippines, or manufactured articles, materials, or supplies manufactured or to be manufactured in the Philippines substantially from articles, materials, or supplies of the growth, production, or manufacture, as the case may be, of the Philippines.

## 28. Detailed Evaluation and Comparison of Bids

- 28.1. The Procuring Entity will undertake the detailed evaluation and comparison of bids which have passed the opening and preliminary examination of bids, pursuant to **ITB** Clause 0, in order to determine the Lowest Calculated Bid.
- i. The Lowest Calculated Bid shall be determined in two steps:
    - (a) The detailed evaluation of the financial component of the bids, to establish the correct calculated prices of the bids; and
    - (b) The ranking of the total bid prices as so calculated from the lowest to the highest. The bid with the lowest price shall be identified as the Lowest Calculated Bid.
  - ii. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all bids rated "passed," using non-discretionary pass/fail criteria. The BAC shall consider the following in the evaluation of bids:
    - (c) Completeness of the bid. Unless the **BDS** allows partial bids, bids not addressing or providing all of the required items in the Schedule of Requirements including, where applicable, Schedule of Prices, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a zero (0) or a dash (-) for the said item would mean that it is being offered for free to the Procuring Entity, except those required by law or regulations to be provided for; and
    - (d) Arithmetical corrections. Consider computational errors and omissions to enable proper comparison of all eligible bids. It may also consider bid modifications. Any adjustment shall be calculated in monetary terms to determine the calculated prices.
  - iii. Based on the detailed evaluation of bids, those that comply with the above-mentioned requirements shall be ranked in the ascending order of their total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications, to identify the Lowest Calculated Bid. Total calculated bid prices, as evaluated and corrected for computational errors, discounts and other modifications,



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which exceed the ABC shall not be considered, unless otherwise indicated in the **BDS**.

- iv. The Procuring Entity's evaluation of bids shall be based on the bid price quoted in the Bid Form, which includes the Schedule of Prices.
- v. Bids shall be evaluated on an equal footing to ensure fair competition. For this purpose, all bidders shall be required to include in their bids the cost of all taxes, such as, but not limited to, value added tax (VAT), income tax, local taxes, and other fiscal levies and duties which shall be itemized in the bid form and reflected in the detailed estimates. Such bids, including said taxes, shall be the basis for bid evaluation and comparison.
- vi. If so indicated pursuant to **ITB** Clause 1.2, Bids are being invited for individual lots or for any combination thereof, provided that all Bids and combinations of Bids shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid prices quoted shall correspond to all items specified for each lot and to all quantities specified for each item of a lot. Bid Security as required by **ITB** Clause 18 shall be submitted for each contract (lot) separately. The basis for evaluation of lots is specified in BDS Clause 28.3.

## 29. Post-Qualification

- 29.1 The Procuring Entity shall determine to its satisfaction whether the Bidder that is evaluated as having submitted the Lowest Calculated Bid (LCB) complies with and is responsive to all the requirements and conditions specified in **ITB** Clauses 5, 12, and 13.
- 29.2 Within a non-extendible period of three (3) calendar days from receipt by the bidder of the notice from the IABAC that the bidder has the Lowest Calculated Bid, the Bidder shall submit the following documentary requirements:
  - (a) Tax clearance per Executive Order 398, Series of 2005.
  - (b) **Latest income and business tax returns in the form specified in the BDS;**
  - (c) **Certificate of PhilGEPS Registration; and**
  - (d) **Other appropriate licenses and permits required by law and stated in the BDS.**

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

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- 29.3 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted pursuant to **ITB** Clauses 12 and 13, as well as other information as the Procuring Entity deems necessary and appropriate, using a non-discretionary "pass/fail" criterion.
- 29.4 If the BAC determines that the Bidder with the Lowest Calculated Bid passes all the criteria for post-qualification, it shall declare the said bid as the Lowest Calculated Responsive Bid, and recommend to the Head of the Procuring Entity the award of contract to the said Bidder at its submitted price or its calculated bid price, whichever is lower.
- 29.5 A negative determination shall result in rejection of the Bidder's Award, in which event the Procuring Entity shall proceed to the next Lowest Calculated Bid to make a similar determination of that Bidder's capabilities to perform satisfactorily. If the second bidder, however, fails the post qualification, the procedure for post qualification shall be repeated for the bidder with the next Lowest Calculated Bid, and so on until the Lowest Calculated Responsive Bid is determined for contract award.
- 29.6 Within a period not exceeding seven (7) calendar days from the date of receipt of the recommendation of the BAC, the Head of the Procuring Entity shall approve or disapprove the said recommendation. In the case of GOCCs and GFIs, the period provided herein shall be fifteen (15) calendar days.
- 29.7 In the event of disapproval, which shall be based on valid, reasonable, and justifiable grounds as provided for under Section 41 of the IRR of RA 9184, the HoPE shall notify the BAC and the Bidder in writing of such decision and the grounds for it. When applicable, the BAC shall conduct a postqualification of the Bidder with the next Lowest Calculated Bid. A request for reconsideration may be filed by the bidder with the HoPE in accordance with Section 37.1.3 of the IRR of RA 9184.

### **30. Reservation Clause**

- 30.1 Notwithstanding the eligibility or post-qualification of a bidder, the Procuring Entity concerned reserves the right to review its qualifications at any stage of the procurement process if it has reasonable grounds to believe that a misrepresentation has been made by the said bidder, or that there has been a change in the Bidder's capability to undertake the project from the time it submitted its eligibility requirements. Should such review uncover any misrepresentation made in the eligibility and bidding requirements, statements or documents, or any changes in the situation of the Bidder which will affect its capability to undertake the project so that it fails the preset eligibility or bid evaluation criteria, the Procuring Entity shall consider the said Bidder as ineligible and shall disqualify it from submitting a bid or from obtaining an award or contract.
- 30.2 Based on the following grounds, the Procuring Entity reserves the right to reject any and all bids, declare a Failure of Bidding at any time prior to the contract

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award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding:

- (a) If there is *prima facie* evidence of collusion between appropriate public officers or employees of the Procuring Entity, or between the BAC and any of the bidders, or if the collusion is between or among the bidders themselves, or between a bidder and a third party, including any act which restricts, suppresses or nullifies or tends to restrict, suppress or nullify competition;
- (b) If the Procuring Entity's BAC is found to have failed in following the prescribed bidding procedures; or
- (c) For any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the GOP as follows:
  - (i) If the physical and economic conditions have significantly changed so as to render the project no longer economically, financially or technically feasible as determined by the head of the procuring entity;
  - (ii) If the project is no longer necessary as determined by the head of the procuring entity; and
  - (iii) If the source of funds for the project has been withheld or reduced through no fault of the Procuring Entity.

30.3 In addition, the Procuring Entity may likewise declare a failure of bidding when:

- (a) **No bids are received;**
- (b) **All prospective bidders are declared ineligible;**
- (c) **All bids fail to comply with all the bid requirements or fail post-qualification; or**
- (d) **The bidder with the Lowest Calculated Responsive Bid (LCRB) refuses, without justifiable cause to accept the award of contract, and no award is made.**

## F. Award of Contract

### 31. Contract Award

31.1 Subject to **ITB** Clause 29, the Procuring Entity shall award the contract to the Bidder whose bid has been determined to be the LCRB.

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- 31.2 Prior to the expiration of the period of bid validity, the Procuring Entity shall notify the successful Bidder in writing that its bid has been accepted, through a Notice of Award received personally or sent by registered mail or electronically, receipt of which must be confirmed in writing within two (2) days by the Bidder with the LCRB and submitted personally or sent by registered mail or electronically to the Procuring Entity.
- 31.3 Notwithstanding the issuance of the Notice of Award, award of contract shall be subject to the following conditions:
- (a) Submission of the valid JVA, if applicable, within ten (10) calendar days from receipt by the Bidder of the notice from the BAC that the Bidder has the LCRB;
  - (b) Posting of the performance security in accordance with **ITB** Clause 33;
  - (c) Signing of the contract as provided in **ITB** Clause 32; and
  - (d) Approval by higher authority, if required.
- 31.4 At the time of contract award, the Procuring Entity shall not increase or decrease the quantity of goods originally specified in Section VI. Schedule of Requirements.

## 32. Signing of the Contract

- 32.1 At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Contract Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 32.2 Within ten (10) calendar days from receipt of the Notice of Award, the successful Bidder shall post the required performance security and sign and date the contract and return it to the Procuring Entity.
- 32.3 The Procuring Entity shall enter into contract with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 32.4 The following documents shall form part of the contract:
- (a) Contract Agreement;
  - (b) Bidding Documents;
  - (c) Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted;
  - (d) Performance Security;
  - (e) Credit line in accordance with **ITB** Clause 5.5, if applicable;

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- (f) Notice of Award of Contract; and
- (g) Other contract documents that may be required by existing laws and/or specified in the **BDS**.

## 33. Performance Security

- 33.1 To guarantee the faithful performance by the winning Bidder of its obligations under the contract, it shall post a performance security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from the Procuring Entity and in no case later than the signing of the contract.
- 33.2 The performance security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount equal to the percentage of the total contract price in accordance with the following schedule:

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

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

## 34. Notice to Proceed

- 34.1 Within three (3) calendar days from the date of approval of the contract by the appropriate government approving authority, the Procuring Entity shall issue its Notice to Proceed to the Bidder.

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34.2 The date of the Bidder's receipt of the Notice to Proceed will be regarded as the effective date of the contract, unless otherwise specified in the **BDS**.

## **35. Protest Mechanism**

Decisions of the procuring entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

### **III. Bid Data Sheet**

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## Bid Data Sheet

ITB Clause	
1.1	The Procuring Entity is <b>COOPERATIVE DEVELOPMENT AUTHORITY (CDA)</b> .
1.2	The bidding shall have One (1) lot, as follows:  <b>PROCUREMENT OF A CLOUD-BASED SERVICE FOR ENTERPRISE EMAIL, STORAGE, COLLABORATION AND OFFICE PRODUCTIVITY SUITE</b>
2.0	The Funding Source is:  The <b>Government of the Philippines (GOP)</b> through <i>the Approved Budget of the Agency under the FY 2021 General Appropriations Act in the amount of</i> <b>TWO MILLION TWO HUNDRED FIFTY THOUSAND PESOS (P2,250,000.00)</b>  The name of the Project is <b>PROCUREMENT OF A CLOUD-BASED SERVICE FOR ENTERPRISE EMAIL, STORAGE, COLLABORATION AND OFFICE PRODUCTIVITY SUITE</b>
3.1	No further instructions.
5.1	No further instructions.
5.2	None of the circumstances mentioned in the <b>ITB</b> Clause exists in this Project. Foreign bidders, except those falling under <b>ITB</b> Clause 5.2 (b), may not participate in this Project.
5.4	The Bidder must have completed, within the period specified in Invitation to Bid and <b>ITB</b> Clause 12.1(a)(iii), a single contract that is similar to this Project, and whose value, adjusted to current prices using the Philippine Statistics Authority (PSA) consumer price indices, must be at least fifty percent (50%) of the ABC.  For this purpose, similar contracts shall refer to any contract for the <b>CLOUD-BASED SERVICE FOR ENTERPRISE EMAIL, STORAGE, COLLABORATION AND OFFICE PRODUCTIVITY SUITE</b>
5.5	No further instructions.
6.3	No further instructions.  For all other omissions, the Procuring Entity reserves the right to seek clarification of bids in accordance with <b>ITB</b> Clause 26 or at its sole discretion, to reject the bid if the omission is regarded as a matter of substance.
7.0	No further instructions.
8.1	“Subcontracting is not allowed.”
8.2	“Not applicable”.



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9.1	The Procuring Entity will hold a <b>Pre-Bid Conference</b> for this Project on <b>February 1, 2021, Monday, at 10:00 A.M.</b> To reduce the risks and hazards of community transmission of COVID-19, the BAC shall conduct meetings and conferences via <b>videoconferencing</b> until further notice, or until such time that the state of calamity, or implementation of community quarantine or similar government restrictions shall have been lifted by the proper government authorities.
10.1	The Procuring Entity's address is:  COOPERATIVE DEVELOPMENT AUTHORITY CDA Bldg., No. 827 Aurora Boulevard Service Road, Barangay Immaculate Conception, Cubao, Quezon City
12.1	If a bidder availed of the Certificate of PhilGEPS Registration ( <b>Platinum Membership</b> ) and was issued the corresponding Certificate of Registration, said Certificate together with its Annex "A" may be submitted in lieu of the requirement enumerated in ITB Clause 12.1 (a)(i, ii, iv and vi).
12.1(a)	No further instructions.
12.1(a)(i)	<b>The following registration documents shall be required:</b>  a. For Sole Proprietorship – Department of Trade and Industry (DTI) business name registration; b. For Corporations – Securities and Exchange Commission(SEC) Certificate of Registration or SEC Certificate of Filing of Amended Articles of Incorporation; c. For Partnerships – SEC Registration Certificate or SEC Certificate of Filing of Amended Articles of Partnership; d. For Cooperatives – Cooperative Development Authority Registration
12.1(a)(ii)	<b>Copy of Mayor's Permit for 2021</b> issued by the city or municipality where the principal place of business of the prospective bidder is located.  In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.
12.1(a)(iii)	<b>The statement of single largest completed government or private contract similar to the contract to be bid shall include such contract/s covering years 2016-2020 and from January 2021 up to the day before the deadline of submission of bids.</b>  The statement of all ongoing contracts and awarded but not yet started contracts which may or may not be similar to the project as of the day before the deadline of submission of bids.

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	<p>Bidders shall submit separate for: (1) single largest similar completed contract/s (The proof of End-User's Acceptance would be a Certificate of Completion duly signed by the End-User specifically stating thereon that the supply and delivery services rendered were "Very Satisfactorily" completed; and (2) on-going contracts and awarded but not yet started contracts covering period 2016 to 2020.</p> <p>Attached as Annexes "A" and "B" in Section VIII. Bidding Forms are the standard forms for this requirement including the instructions and guidelines in the accomplishment of said forms.</p>
12.1(a)(iv)	<b>Copy of Audited Financial Statements, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar years 2018 and 2019. Or 2020 if available.</b>
12.1(a)(vi)	<b>Valid and current Tax Clearance is required in this bidding.</b>
12.1(b)	Conformity with the delivery schedule as stated in Section VI of the bidding documents shall be required to be submitted on or before the deadline for Submission and Opening of Bids.
12.1 (b)(ii)	<p>In the column <b>"Bidder's Compliance"</b>, the bidder must state <b>"comply"</b> against each of the individual parameters of each specification corresponding to performance parameter of equipment offered. <b>Statement of "comply" must be supported by evidence in a bidder's bid and cross-referenced to that evidence.</b> Evidence shall be in the form of manufacturer's or distributor's un-amended sales literature, unconditional statements or specification and compliance issued by the manufacturer or distributor, samples, independent test data etc., as appropriate.</p> <p>The indication of the word <b>"comply"</b> in the portion opposite the item which is the primary requirement shall mean that all items under the same are complied with.</p> <p>Should there be discrepancy/ies found during post-qualification on the bidder's representation of compliance and actual offer vis-à-vis the un-amended sales literature, unconditional statements or specification and compliance issued by the manufacturer or distributor, the same shall be enough basis for post-disqualification.</p>
12.1 (b)(iii)	<p>Notarization of this document shall comply with the 2004 Rules on Notarial Practice which limits competent evidence of identity to the following:</p> <ul style="list-style-type: none"> <li>(i) identification documents issued by an official agency bearing the photograph and signature of the individual (i.e., passport, driver's license, SSS ID, GSIS e-card, etc.); and</li> <li>(ii) the oath of affirmation of one credible witness not privy to the instrument, document or transaction who is personally known to the notary public and who personally knows the individual and shows to the notary public documentary identification.</li> </ul> <p>In the interest of safeguarding the public's health in view of the COVID-19 pandemic, notarization of the required documents is allowed through videoconferencing in cases where the notary public holds office in an area under community quarantine in accordance with the Supreme Court issuance on interim rules on notarization of documents, SC A.M. No. 20- 07-04-SC (2020 Interim Rules on Remote Notarization of Paper Documents).</p>

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	In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.
13.1	<p><b>The Second Envelope – Financial component of the bid shall contain the following:</b></p> <p>(b) <b>Financial Bid Form</b>, which includes bid prices and the bill of quantities and the applicable Price Schedules, in accordance with <b>ITB</b> Clauses 15.1 and 15.4;</p>
13.2	The <b>ABC</b> is <b>P2,250,000.00</b> . Any bid with a financial component exceeding this amount shall not be accepted.
15.4 (a)(iii)	No incidental services are required.
15.4 (b)	Not applicable
15.5	Bid Prices shall be fixed. Adjustable price proposals shall be treated as non-responsive and shall be rejected.
15.6	Extraordinary circumstances refer to events that may be determined by the National Economic and Development Authority in accordance with the Civil Code of the Philippines, and upon the recommendation of the Procuring Entity.
16.1(b)	The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.
17.1	<b>Bids will be valid until 120 calendar days from opening of bids.</b>
18.1	<p>The <b>bid security</b> shall be in the following amount:</p> <p style="text-align: center;"><b>2% of the ABC if bid security is in cash, cashier’s/ manager’s check, bank draft/guarantee or irrevocable letter of credit;</b></p> <p style="text-align: center;"><b>5% of the ABC if bid security is in Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security; or</b></p> <p style="text-align: center;"><b>Any combination of the foregoing proportionate to the share of form with respect to total amount of security.</b></p> <p style="text-align: center;"><b>Bid Securing Declaration (Pls. refer to Section IX. Bidding Forms).</b></p>
18.2	The <b>bid security</b> shall be valid until <b>120 calendar days from opening of bids.</b>
18.5(a)(iv)	<p>Additional grounds for forfeiture of bid security:</p> <ol style="list-style-type: none"> <li>1. Submission of eligibility requirements containing false information or falsified documents.</li> <li>2. Submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding.</li> </ol>

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	<ol style="list-style-type: none"> <li>3. Allowing the use of one's name, or using the name of another for purposes of public bidding.</li> <li>4. Withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the Lowest Calculated and Responsive Bid.</li> <li>5. Refusal or failure to post the required performance security within the prescribed time.</li> <li>6. Refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification.</li> <li>7. Any documented unsolicited attempt by a bidder to unduly influence the outcome of the bidding in his favor.</li> <li>8. Failure of the potential joint venture partners to enter into the joint venture after the bid is declared as successful.</li> <li>9. All other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.</li> </ol>
18.5(b)(iii)	No further instructions.
20.1	Adherence to CDA-BAC RESOLUTION NO. 013 2020 - GUIDELINES FOR THE ELECTRONIC SUBMISSION OF BIDS IN ACCORDANCE WITH GPPB RESOLUTION NO. 09-2020 (APPROVING MEASURES FOR THE EFFICIENT CONDUCT OF PROCUREMENT ACTIVITIES DURING A STATE OF CALAMITY, OR IMPLEMENTATION OF COMMUNITY QUARANTINE OR SIMILAR RESTRICTIONS)
20.3	<p>All prospective bidders are enjoined to submit the financial and eligibility requirements in password protected PDF files via the Secretariat's official email address. The bidder will send in single email two (2) compressed folders (in .ZIP file format) which shall both be password protected. One zip folder shall contain the original copy of the Legal and Technical Requirements in a password protected PDF file. Both ZIP folder and PDF file shall be assigned the file name "CDA Bidding No.____; (Name of Bidder); Legal and Technical Documents". The second zip folder shall contain the scanned original copy of the Financial Requirements in password protected PDF. Both ZIP folder and PDF file shall be assigned the file name "CDA Bidding No.____; (Name of Bidder); Financial Documents". The four (4) passwords shall be unique for both folders and files, respectively.</p> <p>Upon receipt of the email containing the two (2) compressed folders, the BAC Secretariat shall send an email of acknowledgement receipt and shall generate a Bid receipt page/document which can be saved or printed by the bidder, as proof of the official time of receipt of bids. Late Bids shall not be accepted and shall no longer be included in the opening of bids.</p>
21.0	<p>The <b>address for submission of bids</b> is:</p> <p>ONLINE via <a href="mailto:bacsecretariat@cda.gov.ph">bacsecretariat@cda.gov.ph</a></p> <p>The deadline for submission of bids is on <b>February 15, 2021 (Monday)</b>  <b>One (1) hour before the deadline following the Philippine Standard Time (PST).</b></p>

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24.1	The BAC shall conduct the meeting for the OPENING OF BIDS on <b>February 15, 2021, 10:00 a.m.</b> , via <b>videoconferencing</b> .
25.1	No further instructions.
27.1	No further instructions.
28.5	No further instructions.
29.2(a)	<b>Tax Clearance Certificate per Executive Order No. 398, Series of 2005, as finally reviewed and approved by the BIR shall be submitted.</b>
29.2I	<p>No other licenses and permits required.</p> <p><b>For purposes of Post-qualification, the following document(s) shall be required:</b></p> <ol style="list-style-type: none"> <li>1) Proof of completion of the largest single contract or separate contracts as identified in the Statement of Single Largest Contract, which shall be copy of (a) Contract/s or Purchase Order/s; (b) corresponding Sales Invoice; and (c) Official Receipt/Cash Receipt/Collection Receipt;</li> <li>2) Brochures/Manufacturer's Technical Data Sheet/Manufacturer's Certificate of the item being offered;</li> <li>3) Certification accompanied with proof that the brand offered has been in the Philippine Market for at least five (5) years. Proofs shall be in the form of Contract/Official Receipt/Invoices.</li> </ol>
29.2(b)	<p><b>Only tax returns filed and taxes paid through the BIR Electronic Filing and Payments System (EFPS) shall be accepted.</b></p> <p><b>Proofs of payment in case of electronic filing are as follows:</b></p> <ol style="list-style-type: none"> <li>1) EFPS Confirmation receipt; or</li> <li>2) Bank issued payment confirmation receipt; or</li> <li>3) BIR payment status.</li> </ol> <p><b>NOTE: The latest income and business tax returns are those within the last six (6) months preceding the date of bid submission (July to December 2020).</b></p>
29.2(d)	<p><b>The following additional documentary requirements shall be required from the Bidder with the lowest calculated bid during Post-Qualification:</b></p> <ol style="list-style-type: none"> <li>1. Bureau of Internal Revenue Registration Certificate (Form 2303);</li> <li>2. Articles of Incorporation, Partnership, Partnership or Cooperation, whichever is applicable, including amendments thereto, if any.</li> <li>3. Quarterly VAT (business tax returns) per Revenue Regulations 3-2005 for the last six (6) months filed electronically (EFPS);</li> <li>4. Certificate of PhilGEPS Registration;</li> </ol>
33.2	<p>Submission of Performance Security is required within ten (10) calendar days upon receipt of the Notice of Award.</p> <p>In accordance with item 6.4 of GPPB Resolution No. 09-2020, a Performance</p>

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	<p>Securing Declaration (PSD) shall be accepted in lieu of a performance security to guarantee the winning bidder's faithful performance of obligations under the contract, subject to the following:</p> <p><b>a.</b> Similar to the PSD used in Framework Agreement, such declaration shall state, among others, that the winning bidder shall be blacklisted from being qualified to participate in any government procurement activity for one (1) year, in case of first offense or two (2) years, if with prior similar offense, in the event it violates any of the conditions stated in the contract. A copy of the PSD form is attached hereto as Annex "A";</p> <p><b>b.</b> An unnotarized PSD may be accepted, subject to submission of a notarized PSD before payment, unless the same is replaced with a performance security in the prescribed form, as stated below; and</p> <p><b>c.</b> The end-user may require the winning bidder to replace 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 upon lifting of the State of the Calamity, or community quarantine or similar restriction, as the case may be.</p>
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## **Section IV. General Conditions of Contract**

# **COOPERATIVE DEVELOPMENT AUTHORITY**

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# COOPERATIVE DEVELOPMENT AUTHORITY

## 1. Definitions

1.1. In this Contract, the following terms shall be interpreted as indicated:

- (a) “The Contract” means the agreement entered into between the Procuring Entity and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) “The Contract Price” means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.
- (c) “The Goods” means all of the supplies, equipment, machinery, spare parts, other materials and/or general support services which the Supplier is required to provide to the Procuring Entity under the Contract.
- (d) “The Services” means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.
- (e) “GCC” means the General Conditions of Contract contained in this Section.
- (f) “SCC” means the Special Conditions of Contract.
- (g) “The Procuring Entity” means the organization purchasing the Goods, as named in the SCC.
- (h) “The Procuring Entity’s country” is the Philippines.
- (i) “The Supplier” means the individual contractor, manufacturer distributor, or firm supplying/manufacturing the Goods and Services under this Contract and named in the SCC.
- (j) The “Funding Source” means the organization named in the SCC.

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- (k) “The Project Site,” where applicable, means the place or places named in the SCC.
- (l) “Day” means calendar day.
- (m) The “Effective Date” of the contract will be the date of receipt by the Supplier of the Notice to Proceed or the date provided in the Notice to Proceed. Performance of all obligations shall be reckoned from the Effective Date of the Contract.
- (n) “Verified Report” refers to the report submitted by the Implementing Unit to the Head of the Procuring Entity setting forth its findings as to the existence of grounds or causes for termination and explicitly stating its recommendation for the issuance of a Notice to Terminate.

## 2. Corrupt, Fraudulent, Collusive, and Coercive Practices

2.1. Unless otherwise provided in the SCC, the Procuring Entity as well as the bidders, contractors, or suppliers shall observe the highest standard of ethics during the procurement and execution of this Contract. In pursuance of this policy, the Procuring Entity:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
  - (i) “corrupt practice” means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the Government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in Republic Act 3019.
  - (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.

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

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

(v) “obstructive practice” is

(aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or

(bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.

(b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the contract.

2.2. Further, the Funding Source, Borrower or Procuring Entity, as appropriate, will seek to impose the maximum civil, administrative and/or criminal penalties available under the applicable law on individuals and organizations deemed to be involved with any of the practices mentioned in GCC Clause 2.1.

### **3. Inspection and Audit by the Funding Source**

The Supplier shall permit the Funding Source to inspect the Supplier’s accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the Funding Source, if so required by the Funding Source.

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## **4. Governing Law and Language**

4.1. This Contract shall be interpreted in accordance with the laws of the Republic of the Philippines.

4.2. This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract. All correspondence and other documents pertaining to this Contract exchanged by the parties shall be written in English.

## **5. Notices**

5.1. Any notice, request, or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request, or consent shall be deemed to have been given or made when received by the concerned party, either in person or through an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the SCC, which shall be effective when delivered and duly received or on the notice's effective date, whichever is later.

5.2. A Party may change its address for notice hereunder by giving the other Party notice of such change pursuant to the provisions listed in the SCC for GCC Clause 5.1.

## **6. Scope of Contract**

6.1. The GOODS and Related Services to be provided shall be as specified in Section VI. Schedule of Requirements.

6.2. 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. Any additional requirements for the completion of this Contract shall be provided in the SCC.

## **7. Subcontracting**

7.1. Subcontracting of any portion of the Goods, if allowed in the BDS, does not relieve the Supplier of any liability or obligation under this 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.

7.2. Subcontractors disclosed and identified during the bidding may be changed during the implementation of this Contract, subject to

# **COOPERATIVE DEVELOPMENT AUTHORITY**

compliance with the required qualifications and the approval of the Procuring Entity.

## **8. Procuring Entity's Responsibilities**

8.1. Whenever the performance of the obligations in this Contract requires that the Supplier obtain permits, approvals, import, and other licenses from local public authorities, the Procuring Entity shall, if so needed by the Supplier, make its best effort to assist the Supplier in complying with such requirements in a timely and expeditious manner.

8.2. The Procuring Entity shall pay all costs involved in the performance of its responsibilities in accordance with GCC Clause 6.

## **9. Prices**

9.1. For the given scope of work in this Contract as awarded, all bid prices are considered fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances and upon prior approval of the GPPB in accordance with Section 61 of R.A. 9184 and its IRR or except as provided in this Clause.

9.2. Prices charged by the Supplier for Goods delivered and/or services performed under this Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any change in price resulting from a Change Order issued in accordance with **GCC** Clause 29.

## **10. Payment**

10.1. Payments shall be made only upon a certification by the Head of the Procuring Entity to the effect that the Goods have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted. Except with the prior approval of the President no payment shall be made for services not yet rendered or for supplies and materials not yet delivered under this Contract. Ten percent (1%) of the amount of each payment shall be retained by the Procuring Entity to cover the Supplier's warranty obligations under this Contract as described in GCC Clause 17.

10.2. The Supplier's request(s) for payment shall be made to the Procuring Entity in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and/or Services performed, and by documents submitted pursuant to the SCC provision for GCC Clause 6.20, and upon fulfillment of other obligations stipulated in this Contract.

# COOPERATIVE DEVELOPMENT AUTHORITY

10.3. Pursuant to GCC Clause 10.2, payments shall be made promptly by the Procuring Entity, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier.

10.4. Unless otherwise specified in the SCC, the currency in which payment is made to the Supplier under this Contract shall be in Philippine Pesos.

## 11. Advance Payment

11.1. Advance payment shall be made only after prior approval of the President, and shall not exceed fifteen percent (15%) of the Contract amount, unless otherwise directed by the President or in cases allowed under Annex “D” of RA 9184.

11.2. For Goods supplied from abroad, the terms of payment shall be as follows:

- (a) On Contract Signature: Ten percent (10%) of the Contract Price shall be paid within sixty (60) days from signing of the Contract and upon submission of a claim and a bank guarantee for the equivalent amount valid until the Goods are delivered and in the form provided in Section VIII. Bidding Forms.
- (b) On Delivery: Seventy percent (70%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of receipt of the Goods and upon submission of the documents (i) through (vi) specified in the SCC provision on Delivery and Documents.
- (c) On Acceptance: The remaining twenty percent (20%) of the Contract Price shall be paid to the Supplier within sixty (60) days after the date of submission of the acceptance and inspection certificate for the respective delivery issued by the Procuring Entity’s authorized representative. In the event that no inspection or acceptance certificate is issued by the Procuring Entity’s authorized representative within forty five (45) days of the date shown on the delivery receipt the Supplier shall have the right to claim payment of the remaining twenty percent (20%) subject to the Procuring Entity’s own verification of the reason(s) for the failure to issue documents (vii) and (viii) as described in the SCC provision on Delivery and Documents.

11.3. All progress payments shall first be charged against the advance payment until the latter has been fully exhausted.

## 12. Taxes and Duties

The Supplier, whether local or foreign, shall be entirely responsible for all the necessary taxes, stamp duties, license fees, and other such levies imposed for the completion of this Contract.

# COOPERATIVE DEVELOPMENT AUTHORITY

## 13. Performance Security

- 13.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any the forms prescribed in the ITB Clause 33.2.
- 13.2. The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the winning bidder is in default in any of its obligations under the contract.
- 13.3. The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.
- 13.4. Unless otherwise specified in the SCC, the performance security may be released by the Procuring Entity and returned to the Supplier after the issuance of the Certificate of Final Acceptance subject to the following conditions:
  - (a) There are no pending claims against the Supplier or the surety company filed by the Procuring Entity;
  - (b) The Supplier has no pending claims for labor and materials filed against it; and
  - (c) Other terms specified in the SCC.
- 13.5. In case of a reduction of the contract value, the Procuring Entity shall allow a proportional reduction in the original performance security, provided that any such reduction is more than ten percent (10%) and that the aggregate of such reductions is not more than fifty percent (50%) of the original performance security.

## 14. Use of Contract Documents and Information

- 14.1. The Supplier shall not, except for purposes of performing the obligations in this Contract, without the Procuring Entity's prior written consent, disclose this Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Entity. Any such disclosure shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.



# COOPERATIVE DEVELOPMENT AUTHORITY

- 14.2. Any document, other than this Contract itself, enumerated in GCC Clause 14.1 shall remain the property of the Procuring Entity and shall be returned (all copies) to the Procuring Entity on completion of the Supplier's performance under this Contract if so required by the Procuring Entity.

## 15. Standards

The Goods provided under this Contract shall conform to the standards mentioned in the Section VII. Technical Specifications and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the institution concerned.

## 16. Inspection and Tests

- 16.1 The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Entity. The SCC and 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.

- 16.2 If applicable, the inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring Entity. . The Supplier shall provide the Procuring Entity with results of such inspections and tests.

- 16.3 The Procuring Entity or its designated representative shall be entitled to attend the tests and/or inspections referred to in this Clause provided that the Procuring Entity shall bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.

- 16.4 The Procuring Entity may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Procuring Entity, and shall repeat the test and/or inspection, at no cost to the Procuring Entity, upon giving a notice pursuant to GCC Clause 0.

- 16.5 The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Procuring Entity or its representative, shall release the Supplier from any warranties or other obligations under this Contract.



# COOPERATIVE DEVELOPMENT AUTHORITY

## 17. Warranty

- 17.1. The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials, except when the technical specifications required by the Procuring Entity provides otherwise.
- 17.2. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship or from any act or omission of the Supplier that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.
- 17.3. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier for a minimum period specified in the SCC. The obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to at least one percent (1%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) of the Contract Price or other such amount if so specified in the SCC. The said amounts shall only be released after the lapse of the warranty period specified in the SCC; provided, however, that the Supplies delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.
- 17.4. 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, within the period specified in the SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without cost to the Procuring Entity.
- 17.5. If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in GCC Clause 17.4, the Procuring Entity may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Entity may have against the Supplier under the Contract and under the applicable law.

## 18. Delays in the Supplier's Performance

- 18.1. Delivery of the Goods and/or performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring Entity in Section VI. Schedule of Requirements.

# COOPERATIVE DEVELOPMENT AUTHORITY

18.2. If at any time during the performance of this Contract, the Supplier or its Subcontractor(s) should encounter conditions impeding timely delivery of the Goods and/or performance of Services, the Supplier shall promptly notify the Procuring Entity in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, and upon causes provided for under GCC Clause 22, the Procuring Entity shall evaluate the situation and may extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of Contract.

18.3. Except as provided under GCC Clause 22, a delay by the Supplier in the performance of its obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 19, unless an extension of time is agreed upon pursuant to GCC Clause 29 without the application of liquidated damages.

## 19. Liquidated Damages

Subject to GCC Clauses 18 and 22, if the Supplier fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in this Contract inclusive of duly granted time extensions if any, the Procuring Entity shall, without prejudice to its other remedies under this Contract and under the applicable law, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in the SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in the SCC. Once the maximum is reached, the Procuring Entity shall rescind the Contract pursuant to GCC Clause 23, without prejudice to other courses of action and remedies open to it.

## 20. Settlement of Disputes

20.1. If any dispute or difference of any kind whatsoever shall arise between the Procuring Entity and the Supplier in connection with or arising out of this Contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

20.2. If after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Procuring Entity or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.

20.3. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under this Contract.

# COOPERATIVE DEVELOPMENT AUTHORITY

- 20.4. In the case of a dispute between the Procuring Entity and the Supplier, the dispute shall be resolved in accordance with Republic Act 9285 (“R.A. 9285”), otherwise known as the “Alternative Dispute Resolution Act of 2004.”
- 20.5. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and the Procuring Entity shall pay the Supplier any monies due the Supplier.
21. Liability of the Supplier
- 21.1. Subject to additional provisions, if any, set forth in the SCC, the Supplier’s liability under this Contract shall be as provided by the laws of the Republic of the Philippines.
- 21.2. Except in cases of criminal negligence or willful misconduct, and in the case of infringement of patent rights, if applicable, the aggregate liability of the Supplier to the Procuring Entity shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
22. Force Majeure
- 22.1. The Supplier’s liability under this Contract shall be as provided by the laws of the Republic of the Philippines, subject to additional provisions, if any, set forth in the SCC
- 22.2. For purposes of this Contract the terms “*force majeure*” and “fortuitous event” may be used interchangeably. In this regard, a fortuitous event or *force majeure* shall be interpreted to mean an event which the Contractor could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the Contractor. Such events may include, but not limited to, acts of the Procuring Entity in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 22.3. If a *force majeure* situation arises, the Supplier shall promptly notify the Procuring Entity in writing of such condition and the cause thereof. Unless otherwise directed by the Procuring Entity in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the *force majeure*.

# COOPERATIVE DEVELOPMENT AUTHORITY

## 23. Termination for Default

23.1. The Procuring Entity shall terminate this Contract for default when any of the following conditions attends its implementation:

- (a) Outside of *force majeure*, the Supplier fails to deliver or perform any or all of the Goods within the period(s) specified in the contract, or within any extension thereof granted by the Procuring Entity pursuant to a request made by the Supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price;
- (b) As a result of *force majeure*, the Supplier is unable to deliver or perform any or all of the Goods, amounting to at least ten percent (10%) of the contract price, for a period of not less than sixty (60) calendar days after receipt of the notice from the Procuring Entity stating that the circumstance of force majeure is deemed to have ceased; or
- (c) The Supplier fails to perform any other obligation under the Contract.

23.2. In the event the Procuring Entity terminates this Contract in whole or in part, for any of the reasons provided under GCC Clauses 23 to 26, the Procuring Entity may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Entity for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of this Contract to the extent not terminated.

23.3. In case the delay in the delivery of the Goods and/or performance of the Services exceeds a time duration equivalent to ten percent (10%) of the specified contract time plus any time extension duly granted to the Supplier, the Procuring Entity may terminate this Contract, forfeit the Supplier's performance security and award the same to a qualified Supplier.

## 24. Termination for Insolvency

The Procuring Entity shall terminate this Contract if the Supplier is declared bankrupt or insolvent as determined with finality by a court of competent jurisdiction. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Entity and/or the Supplier.

# COOPERATIVE DEVELOPMENT AUTHORITY

## 25. Termination for Convenience

25.1. The Procuring Entity may terminate this Contract, in whole or in part, at any time for its convenience. The Head of the Procuring Entity may terminate a contract for the convenience of the Government if he has determined the existence of conditions that make Project Implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and national government policies.

25.2. The Goods that have been delivered and/or performed or are ready for delivery or performance within thirty (30) calendar days after the Supplier's receipt of Notice to Terminate shall be accepted by the Procuring Entity at the contract terms and prices. For Goods not yet performed and/or ready for delivery, the Procuring Entity may elect:

- (a) to have any portion delivered and/or performed and paid at the contract terms and prices; and/or
- (b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed and/or performed goods and for materials and parts previously procured by the Supplier.

25.3. If the Supplier suffers loss in its initial performance of the terminated contract, such as purchase of raw materials for goods specially manufactured for the Procuring Entity which cannot be sold in open market, it shall be allowed to recover partially from this Contract, on a *quantum meruit* basis. Before recovery may be made, the fact of loss must be established under oath by the Supplier to the satisfaction of the Procuring Entity before recovery may be made.

## 26. Termination for Unlawful Acts

26.1. The Procuring Entity may terminate this Contract in case it is determined *prima facie* that the Supplier has engaged, before or during the implementation of this Contract, in unlawful deeds and behaviors relative to contract acquisition and implementation. Unlawful acts include, but are not limited to, the following:

- (a) Corrupt, fraudulent, and coercive practices as defined in ITB Clause 3.1(a);
- (b) Drawing up or using forged documents;
- (c) Using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and

# **COOPERATIVE DEVELOPMENT AUTHORITY**

- (d) Any other act analogous to the foregoing.

## **27. Procedures for Termination of Contracts**

27.1. The following provisions shall govern the procedures for termination of this Contract:

- (a) Upon receipt of a written report of acts or causes which may constitute ground(s) for termination as aforementioned, or upon its own initiative, the Implementing Unit shall, within a period of seven (7) calendar days, verify the existence of such ground(s) and cause the execution of a Verified Report, with all relevant evidence attached;
- (b) Upon recommendation by the Implementing Unit, the Head of the Procuring Entity shall terminate this Contract only by a written notice to the Supplier conveying the termination of this Contract. The notice shall state:
  - (i) that this Contract is being terminated for any of the ground(s) afore-mentioned, and a statement of the acts that constitute the ground(s) constituting the same
  - (ii) the extent of termination, whether in whole or in part;
  - (iii) an instruction to the Supplier to show cause as to why this Contract should not be terminated; and
  - (iv) special instructions of the Procuring Entity, if any.
- (c) The Notice to Terminate shall be accompanied by a copy of the Verified Report;
- (d) Within a period of seven (7) calendar days from receipt of the Notice of Termination, the Supplier shall submit to the Head of the Procuring Entity a verified position paper stating why this Contract should not be terminated. If the Supplier fails to show cause after the lapse of the seven (7) day period, either by inaction or by default, the Head of the Procuring Entity shall issue an order terminating this Contract;
- (e) The Procuring Entity may, at anytime before receipt of the Supplier's verified position paper to withdraw the Notice to Terminate if it is determined that certain items or works subject of the notice had been completed, delivered, or performed before the Supplier's receipt of the notice;

# **COOPERATIVE DEVELOPMENT AUTHORITY**

- (f) Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the Head of the Procuring Entity shall decide whether or not to terminate this Contract. It shall serve a written notice to the Supplier of its decision and, unless otherwise provided, this Contract is deemed terminated from receipt of the Supplier of the notice of decision. The termination shall only be based on the ground(s) stated in the Notice to Terminate;
- (g) The Head of the Procuring Entity may create a Contract Termination Review Committee (CTRC) to assist him in the discharge of this function. All decisions recommended by the CTRC shall be subject to the approval of the Head of the Procuring Entity; and
- (h) The Supplier must serve a written notice to the Procuring Entity of its intention to terminate the contract at least thirty (30) calendar days before its intended termination. The Contract is deemed terminated if it is not resumed in thirty (30) calendar days after the receipt of such notice by the Procuring Entity.

## **28. Assignment of Rights**

The Supplier shall not assign his rights or obligations under this Contract, in whole or in part, except with the Procuring Entity's prior written consent.

## **29. Contract Amendment**

Subject to applicable laws, no variation in or modification of the terms of this Contract shall be made except by written amendment signed by the parties.

## **30. Application**

These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of this Contract.

## **Section V. Special Conditions of Contract**



# COOPERATIVE DEVELOPMENT AUTHORITY

## Special Conditions of Contract

GCC Clause	
1.1(g)	The Procuring Entity is <b>COOPERATIVE DEVELOPMENT AUTHORITY</b> .
1.1(i)	The Supplier is <i>[to be inserted at the time of contract award]</i> .
1.1(j)	The <b>Funding Source</b> is the Government of the Philippines (GOP) through 2021 Budget Fund in the amount of <b>TWO MILLION TWO HUNDRED FIFTY THOUSAND PESOS (P2,250,000.00)</b> .
1.1(k)	<p>The Project Site is:</p> <p style="text-align: center;"><b>COOPERATIVE DEVELOPMENT AUTHORITY</b>  <b>CDA Bldg., 827 Aurora Boulevard, Barangay Immaculate Conception</b>  <b>Cubao, Quezon City</b></p>
5.1	<p>The Procuring Entity's address for Notices is:</p> <p><b>THE BAC CHAIRMAN</b>  <b>BIDS AND AWARDS COMMITTEE (BAC)</b>  <b>COOPERATIVE DEVELOPMENT AUTHORITY</b>          6<sup>th</sup> Floor, CDA Bldg., No. 827 Aurora Boulevard Service Road, Barangay Immaculate Conception, Cubao, Quezon City          Telephone No. (02) 8725-6450; 8721-5323          Facsimile No. (02) 8721-5323          Email: <a href="mailto:g_platero@cda.gov.ph">g_platero@cda.gov.ph</a>/<a href="mailto:bacsecretariat@cda.gov.ph">bacsecretariat@cda.gov.ph</a>          Website: <a href="http://www.cda.gov.ph">www.cda.gov.ph</a></p> <p>The Supplier's address for Notices refers to the Winning Bidder.</p>
6.2	<p><b>Delivery and Documents –</b></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><b><i>For Goods Supplied from Abroad,</i></b> The delivery terms applicable to the Contract are DDP delivered <i>to the above project sites</i> in accordance with INCOTERMS.</p> <p><b><i>For Goods Supplied from Within the Philippines,</i></b> The delivery terms applicable to this Contract are delivered <i>at above delivery sites</i>. 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. The details of shipping and/or other documents to be furnished by the Supplier are as follows:</p>

# COOPERATIVE DEVELOPMENT AUTHORITY

***For Goods supplied from within the Philippines:***

Upon delivery of the Goods to the Project Site, the Supplier shall notify the Procuring Entity and present the following documents to the Procuring Entity:

- i. Original and four copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;
- ii. Original and four copies delivery receipt/note, railway receipt, or truck receipt;
- iii. Original Supplier's factory inspection report;
- iv. Original and four copies of the Manufacturer's and/or Supplier's warranty certificate;
- v. Original and four copies of the certificate of origin (for imported Goods);
- vi. Delivery receipt detailing number and description of items received signed by the authorized receiving personnel;
- vii. Certificate of Acceptance/Inspection Report signed by the Procuring Entity's representative at the Project Site; and
- viii. Four copies of the Invoice Receipt for Property signed by the Procuring Entity's representative at the Project Site.

***For Goods supplied from abroad:***

Upon shipment, the Supplier shall notify the PROCURING ENTITY and the insurance company by cable the full details of the shipment, including Contact Number, description of the GOODS, quantity, vessel, bill of lading number and date, port of loading, date of shipment, port of discharge, etc. Upon delivery to the Project Site, the Supplier shall notify the PROCURING ENTITY and present the following documents as applicable with the documentary requirements of any letter or credit issued taking precedence:

- (i) Original and four copies of the Supplier's invoice showing GOODS' description, quantity, unit price, and total amount;
- (ii) Original and four copies of the negotiable, clean shipped on board bill of lading Marked "freight pre-paid" and five copies of the non-negotiable bill of lading;
- (iii) Original Supplier's factory inspection report;
- (iv) Original and four copies of the Manufacturer's and/or Supplier's warranty certificate;
- (v) Original and four copies of the certificate of origin (for imported GOODS);
- (vi) Delivery receipt detailing number and description of items received signed by The PROCURING ENTITY's representative at the Project Site;
- (vii) Certificate of Acceptance/Inspection Report signed by the PROCURING ENTITY's representative at the Project Site; and
- (viii) Four copies of the Invoice Receipt for Property signed by the Procuring Entity's representative at the Project Site.

For purposes of this Clause the Procuring Entity's Representative at the Project Site is the CDA Central Office-Administrative Division-GSS.

## COOPERATIVE DEVELOPMENT AUTHORITY

### **Incidental Services -**

The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:

- (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;
- © 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
- (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.

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 the other parties by the Supplier for similar services.

### **Spare Parts –**

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- (a) such spare parts as the PROCURING ENTITY may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty Obligations under this Contract; and
- (b) in the event of termination of production of the spare parts:
  - i. advance notification to the PROCURING ENTITY of the pending termination, in sufficient time to permit the PROCURING ENTITY to procure needed requirements; and
  - ii. following such termination, furnishing at no cost to the PROCURING ENTITY, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts required are listed in Section VI. Schedule of Requirements and the cost thereof are included in the Contract Price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the GOODS for a period of five (5) years.

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Other spare parts and components shall be supplied as promptly as possible, but in any case within one (1) month of placing the order.

### **Packaging -**

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the GOODS' final destination and the absence of heavy handling facilities at all points in transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.

### **Insurance –**

The GOODS supplied under this Contract shall be fully insured by the Supplier in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery. The GOODS remain at the risk and title of the Supplier until their final acceptance by the PROCURING ENTITY.

### **Transportation –**

Where the Supplier is required under Contract to deliver the GOODS CIF, CIP, or DDP, transport of the GOODS to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.

Where the Supplier is required under this Contract to transport the GOODS to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price.

Where the Supplier is required under Contract to deliver the GOODS CIF, CIP, or DDP, GOODS are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, GOODS may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the PROCURING ENTITY certification to this effect from the nearest Philippine Consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the GOODS were first ready for shipment and the actual date of shipment the period of delay will be considered *force majeure* in accordance with **GCC** Clause 20.

## COOPERATIVE DEVELOPMENT AUTHORITY

	<p>The PROCURING ENTITY accepts no liability for the damage of GOODS during transit other than those prescribed by INCOTERMS for DDP Deliveries. In the case of GOODS supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the PROCURING ENTITY until their receipt and final acceptance at the final destination.</p> <p><b>Patent Rights –</b> 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.</p>
9.0	For the given scope of work in this Contract as awarded, all bid prices are considered fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances and upon prior approval of the GPPB in accordance with Section 61 of R.A. 9184 and its IRR.
10.1	<b>Payment will be made directly to the winning Bidder by the CDA Head Office after goods/services have been delivered in accordance with the terms and conditions of the Contract and have been duly inspected and accepted.</b>
10.3	<p>In order to proceed with the payment process, the bidder must submit the following documents if said documents are not submitted during 65 the deadline of submission of bidding documents/post-qualification stage/contract signing stage, as applicable:</p> <p>a. Renewed Mayor's/Business Permit in lieu of the submitted expired permit; b. Notarized Omnibus Sworn Statement in lieu of the submitted unnotarized Omnibus Sworn Statement; and c. Notarized Performance Securing Declaration (PSD) or any form of Performance Security, as stated in Clause 33.2 of Section II. Instructions to Bidders of the Bidding Documents, in lieu of the unnotarized PSD.</p>
10.4	<p>No further instructions.</p> <p>The currency(ies) of payment shall be in <i>Philippine Currency</i>.</p>
13.1	No further instructions.
13.4	No further instructions.
13.4(c)	No further instructions.
16.1	The inspections and tests that will be conducted shall be in accordance with Section VII. Technical Specifications.
17.3	<b>A WARRANTY SECURITY shall be required from the contract awarded for a period of ONE (1) YEAR after acceptance by the Procuring Entity of the delivered Goods.</b>
17.4 & 17.5	<b>The period for correction of defects in the warranty period is within five (5) working days upon receipt of advise of defect from the Procuring Entity.</b>
19.0	The applicable rate is one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay.

## **COOPERATIVE DEVELOPMENT AUTHORITY**

	The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity shall rescind the contract, without prejudice to other courses of action and remedies open to it.
20.4	In the case of a dispute between the Procuring Entity and the Supplier, the dispute shall be resolved in accordance with Republic Act 9285 ("R.A. 9285"), otherwise known as the "Alternative Dispute Resolution Act of 2004."
21.1	If applicable, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

## **Section VI. Schedule of Requirements**

# COOPERATIVE DEVELOPMENT AUTHORITY

## *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.

Description	Quantity	Delivery Schedule
<b>PROCUREMENT OF A CLOUD-BASED SERVICE FOR ENTERPRISE EMAIL, STORAGE, COLLABORATION AND OFFICE PRODUCTIVITY SUITE</b>	1 Lot	<b>ONE (1) YEAR March 16, 2021 to March 16, 2022</b>

I hereby certify to comply and deliver all the above requirements in accordance with the above stated schedule:

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature Over Printed Name of  
Authorized Representative

\_\_\_\_\_  
Date



## **Section VII. Technical Specifications**

# COOPERATIVE DEVELOPMENT AUTHORITY

## Technical Specifications

Bidders must state here either “Comply” or any equivalent term in the column “Bidder’s Statement of Compliance” against each of the individual parameters of each “Specification.”

Item	SPECIFICATIONS	Bidder’s Statement of Compliance
	<p><b>Procurement of a Cloud-based Service for Enterprise Email, Storage, Collaboration and Office Productivity Suite</b></p> <p><u>TECHNICAL SPECIFICATIONS:</u></p> <p><b>A. Email and Collaboration Cloud-based Services</b></p> <ol style="list-style-type: none"> <li>1. Total Number of Users: 700</li> <li>2. Coverage AT LEAST THIRTY (30) GB CLOUD STORAGE CAPACITY for (660) INDIVIDUAL ACCOUNTS/USERS</li> </ol> <ol style="list-style-type: none"> <li>a) Use CDA existing domain (cda.gov.ph) for Email</li> <li>b) SMTP Relay services</li> <li>c) Storage capacity for Mail and On-Cloud Storage</li> <li>d) Calendar</li> <li>e) Offline Email</li> <li>f) Integration with Active Directory</li> <li>g) Productivity and Collaboration Tools               <ol style="list-style-type: none"> <li>(1) Document Processing Application</li> <li>(2) Presentation Application</li> <li>(3) Spreadsheet Application</li> <li>(4) Business Forms Application</li> <li>(5) Notes Management Application</li> <li>(6) Diagram Application</li> <li>(7) File-sharing Platform</li> <li>(8) Full platform accessibility across any device running on all major desktop and mobile operating systems</li> <li>(9) Real-Time desktop and mobile collaboration</li> <li>(10) Cloud Saving</li> <li>(11) Offline Editing</li> </ol> </li> </ol>	

# COOPERATIVE DEVELOPMENT AUTHORITY

	<p>(12) File Import, Export and Conversion Feature</p> <p>h) Internet Conferencing and Social Tools</p> <p>(1) Instant Messaging</p> <p>(2) Screen Sharing</p> <p>(3) Desktop and Mobile Video Conference</p> <p>i) Security</p> <p>(1) Anti-Spam and Antivirus</p> <p>(2) SSL Encryption</p> <p>(3) Multi-Factor Authentication (Two-factor authentication, end-to-end encryption, mandatory password strength)</p> <p>(4) ISO 27018</p> <p>(5) ISO 27017</p> <p>(6) ISO 27001</p> <p>(7) SOC 2 or 3</p> <p>j) Administration</p> <p>(1) management console for all end users and devices</p> <p>AT LEAST TWO (2 TB) CLOUD STORAGE CAPACITY for (40) INSTITUTIONAL ACCOUNTS/USERS</p> <p>a. Productivity and Collaboration Tools, must include the following:</p> <ol style="list-style-type: none"> <li>1. Corporate email application that is capable of predictive text responses.</li> <li>2. Video conferences/meetings application that can securely connect, collaborate, access full recordings and join high-quality video meetings for groups of up to 150 people.</li> <li>3. Communication application for teams that provide direct messages and team chat rooms, along with a group messaging function that allows content sharing.</li> <li>4. Time-management and scheduling calendar service application.</li> <li>5. File online storage and synchronization service application.</li> <li>6. Doc Application Word processing document that can create, edit and collaborate with other people.</li> <li>7. Spreadsheet application that can create, edit and collaborate with other people.</li> </ol>	
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## COOPERATIVE DEVELOPMENT AUTHORITY

	<p>8. Online presentation app that lets you create and format presentations and work with other people</p> <p>9. Survey administration application that can integrate with word processing document and spreadsheet document applications</p> <p>10. Note-taking service Application</p> <p>11. Web page-creation application</p> <p>12. Web-based diagramming application</p> <p>13. Tasks management application</p> <p>14. Contact management application</p> <p>15. Group discussion application that can share common interests.</p> <p>16. Internal communication application that allows to connect with the colleagues within the organization online.</p> <p>17. Interactive whiteboard system that offers a rich collaborative experience for teams and other internal groups.</p> <p>18. Application that can simplify creating, distributing, and rating assignments. This can streamline the process of sharing files between hosts and end-users.</p> <p>b. 2 TB per user for emails, files and documents</p> <p>c. Shared drives to easily manage files across teams and departments within a shared work space</p> <p>d. Cloud Search to centralize search for your organization content anywhere within an account</p> <p>e. Mobile management to remotely protect and manage Android, iOS and other devices running the authorized browser</p> <p>f. 100% compliance to information security and data privacy requirements for user access and data storage (information rights management, multi-factor authentication, end-to-end encryption in-transit/at-rest, mandatory password rules, security key enforcement, and security logs)</p> <p>TRAINING - Training will be provided by the winning provider for the following:</p> <p>1. Administration management console technical training for 10 designated IT personnel.</p>	
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## COOPERATIVE DEVELOPMENT AUTHORITY

	<p>2. End-user training workshops (train-the-trainer) for 50 designated personnel or 2x 4-hour training session/s) for selected end users.</p> <p>3. All trainings must include a certificate of completion signed by a Certified Trainer. On-site training and hands-on facilities will be provided by CDA.</p> <p>4. Travel and accommodation for onsite services outside Metro Manila should be covered by the Agency, if necessary.</p> <p><b>DELIVERY PERIOD AND COMPLETION</b></p> <p>1. Provisioning of Six hundred sixty (660) business starter and forty (40) business standard for one (1) year subscription</p> <p>(1) The Service Provider should maintain that the email service is up and running 24/7.</p> <p>(2) The Service Provider should provide an escalation procedure in reporting issues and concerns.</p> <p>(3) The Service Provider should protect the CDA email service against any breach and threatened breach.</p> <p>2. Service and Support Coverage - one (1) year from March 16, 2021 - March 16, 2022 and after successful installation and acceptance.</p> <p><b>SCOPE OF WORK</b></p> <p>A. Supply and delivery of cloud-based services for a period of one (1) year</p> <p>B. Admin and End-User Training</p> <p>C. Support services for a period of one (1) year from March 16, 2021 - March 16, 2022.</p> <p><b>QUALIFICATIONS OF BIDDER</b></p> <p>Prospective bidder/s shall provide certification from the Service provider that they will carry regarding the following:</p> <p>A. Must have at least five (5) years' experience in deploying large-scale messaging and collaboration systems to at least 3 organizations with more than a thousand users.</p> <p>B. Must have certified deployment specialists to perform the professional implementation requirements on-site.</p> <p>C. Must have certified administrators to architect the technical deployment and configuration activities of the project.</p>	
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**COOPERATIVE DEVELOPMENT AUTHORITY**

	<p>D. Must have certified trainers to deliver professional training services to end users and IT administrators.</p> <p>See separate sheet: <b>TERMS OF REFERENCE (TOR)</b></p>	
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# **COOPERATIVE DEVELOPMENT AUTHORITY**

## **TERMS OF REFERENCE**

### **PROCUREMENT OF A CLOUD-BASED SERVICE FOR ENTERPRISE EMAIL, STORAGE, COLLABORATION AND OFFICE PRODUCTIVITY SUITE**

#### **I. RATIONALE**

The Cooperative Development Authority, requires the supply and services of a Cloud-based service for Email Management Service and Online Productivity Suite to be provisioned to CDA officials and employees to assist in its day-to-day operation and deliver effective and efficient service to the general public. Electronic Mail (Email) is a method of exchanging digital messages from one entity to one or more recipients, through the internet or other computer networks.

This project will procure the needed messaging and collaboration services to support the long-term programs and services of CDA. It aims to provide a managed email, collaboration and office productivity service for CDA employees.

#### **II. APPROVED BUDGET OF THE CONTRACT**

The total ABC for the project is **PHP 2,250.000.00** inclusive of all applicable government taxes and services charges.

#### **III. SCOPE OF WORK**

- A.** Supply and delivery of cloud-based services for a period of one (1) year
- B.** Admin and End-User Training
- C.** Support services for a period of one (1) year

#### **IV. QUALIFICATION OF BIDDER**

Prospective bidder/s shall provide certification from the Service provider that they will carry regarding the following:

- A.** Must have at least five (5) years' experience in deploying large-scale messaging and collaboration systems to at least 3 organizations with more than a thousand users.
- B.** Must have certified deployment specialists to perform the professional implementation requirements on-site.

# COOPERATIVE DEVELOPMENT AUTHORITY

- C.** Must have certified administrators to architect the technical deployment and configuration activities of the project.
- D.** Must have certified trainers to deliver professional training services to end users and IT administrators.

## **V. PROJECT DELIVERABLES**

### **A. Email and Collaboration Cloud-based Services**

- 1. Total Number of Users: 700**
- 2. Coverage**

#### **AT LEAST THIRTY (30) GB CLOUD STORAGE CAPACITY for (660) INDIVIDUAL ACCOUNTS/USERS**

- a)** Use CDA existing domain (cda.gov.ph) for Email
- b)** SMTP Relay services
- c)** Storage capacity for Mail and On-Cloud Storage
- d)** Calendar
- e)** Offline Email
- f)** Integration with Active Directory
- g)** Productivity and Collaboration Tools
  - (1) Document Processing Application
  - (2) Presentation Application
  - (3) Spreadsheet Application
  - (4) Business Forms Application
  - (5) Notes Management Application
  - (6) Diagram Application
  - (7) File-sharing Platform
  - (8) Full platform accessibility across any device running on all major desktop and mobile operating systems
  - (9) Real-time desktop and mobile collaboration
  - (10) Cloud Saving
  - (11) Offline Editing
  - (12) File Import, Export and Conversion Feature
- h)** Internet Conferencing and Social Tools
  - (1) Instant Messaging
  - (2) Screen Sharing
  - (3) Desktop and Mobile Video Conference
  - (4) Video Live Streaming
- i)** Security
  - (1) Anti-Spam and Antivirus
  - (2) SSL Encryption



## **COOPERATIVE DEVELOPMENT AUTHORITY**

- (3) Multi-Factor Authentication (Two-factor authentication, end-to-end encryption, mandatory password strength)
- (4) ISO 27018
- (5) ISO 27017
- (6) ISO 27001
- (7) SOC 2 or 3

j) Administration

- (1) management console for all end users and devices

**AT LEAST TWO (2 TB) CLOUD STORAGE CAPACITY for (40) INSTITUTIONAL ACCOUNTS/USERS**

- a. Productivity and Collaboration Tools, must be included the following:
- 1. Corporate email application that is capable of predictive text responses
  - 2. Video conferences/meetings application that can securely connect, collaborate, access full recordings and join high-quality video meetings for groups of up to 150 people
  - 3. Communication application for teams that provide direct messages and team chat rooms, along with a group messaging function that allows content sharing.
  - 4. Time-management and scheduling calendar service application
  - 5. File online storage and synchronization service application
  - 6. Doc Application | Word processing document that can create, edit and collaborate with other people
  - 7. Spreadsheet application that can create, edit and collaborate with other people
  - 8. Online presentation app that lets you create and format presentations and work with other people
  - 9. Survey administration application that can integrate with word processing document and spreadsheet document applications
  - 10. Note-taking service Application
  - 11. Web page-creation application
  - 12. Web-based diagramming application
  - 13. Tasks management application
  - 14. Contact management application

## COOPERATIVE DEVELOPMENT AUTHORITY

15. Group discussion application that can share common interests.
  16. Internal communication application that allows to connect with the colleagues within the organization online.
  17. Interactive whiteboard system that offers a rich collaborative experience for teams and other internal groups.
  18. Application that can simplify creating, distributing, and rating assignments. This can streamline the process of sharing files between hosts and end-users.
- 
- b. 2 TB per user for emails, files and documents
  - c. Shared drives to easily manage files across teams and departments within a shared work space
  - d. Cloud Search to centralize search for your organization content anywhere within an account
  - e. Mobile management to remotely protect and manage Android, iOS and other devices running the authorized browser
  - f. 100% compliance to information security and data privacy requirements for user access and data storage (information rights management, multi-factor authentication, end-to-end encryption in-transit/at-rest, mandatory password rules, security key enforcement, and security logs)

**Training** - Training will be provided by the winning provider for the following:

1. Administration management console technical training for **10** designated IT personnel.
2. End-user training workshops (train-the-trainer) for **50** designated personnel or 2x 4-hour G Suite platform refresher training session/s) for select end users for select end users in your organization.
3. All training must include a certificate of completion signed by a Certified Trainer. On-site training and hands-on facilities will be provided by CDA.
4. Travel and accommodation for onsite services outside Metro Manila should be covered by the Agency, if necessary.

# **COOPERATIVE DEVELOPMENT AUTHORITY**

## **A. Delivery Period and Completion**

1. Provisioning of Six hundred sixty (660) business starter and forty (40) business standard for one (1) year subscription from March 16, 2021 - March 16, 2022.
  - (1) The Service Provider should maintain that the email service is up and running 24/7.
  - (2) The Service Provider should provide an escalation procedure in reporting issues and concerns.
  - (3) The Service Provider should protect the CDA email service against any breach and threatened breach.
  - (4) Capacity planning, requirements identification and recommendations to better improve the performance of email usability. All configurations (includes future requirements/configurations that will be identified by CDA-ICT) must be done by the Service Provider
2. Service and Support Coverage - one (1) year from March 16, 2021 - March 16, 2022 and after successful installation and acceptance.

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

- A. Any information, including but not limited to, and information related to CDA, provided to the Service Provider for the purpose of email service agreement are the sole property of the CDA. The Service Provider shall treat this information as confidential and shall not disclose any of it to any company, corporation, firm or person during the duration of the agreement, or at any time thereafter. The Service Provider shall prepare a Non-Disclosure Agreement to be approved by both parties.
- B. All business, personnel and technical information and any related documentation, in whatever form, which the CDA may provide shall be used by the Service Provider solely for the purpose for which it was provided, shall be treated in strictest confidence and protected; and if in tangible form, shall be returned to CDA upon the end of the service agreement.

# COOPERATIVE DEVELOPMENT AUTHORITY

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

## III. DUTIES AND RESPONSIBILITIES OF THE CDA

- A. Issue Certificate of Inspection and Acceptance.

## IV. TERMS OF PAYMENT

The CDA shall pay the service provider on annual basis upon submission of proof of billing subject to the issuance of certificate of satisfactory service by the CDA.

Prepared by:

  
**BONIFACIO D. GARCIA**  
*Information Systems Analyst II*

TRACK RECORD OF BIDDER:	<u>Statement of Compliance</u>
<p>a) With at least five (5) years track record in the <b>CLOUD-BASED SERVICE FOR ENTERPRISE EMAIL, STORAGE, COLLABORATION AND OFFICE PRODUCTIVITY SUITE</b></p> <p>b) With at least a very Satisfactory Rating from all its clients for the past five (5) years</p>	

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation, post-qualification or the execution of the contract, the same shall give rise to the imposition of administrative sanctions and the forfeiture of bid security or the performance security posted consistent with Section 69.1 and Section 29.2 of the revised Implementing Rules and Regulations of Republic Act No. 9184.

_____ Name of Company/Bidder	_____ Signature Over Printed Name of Authorized Representative	_____ Date
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## **Section VIII. Bidding Forms**

# **COOPERATIVE DEVELOPMENT AUTHORITY**

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# COOPERATIVE DEVELOPMENT AUTHORITY

## Bid Form

Date: \_\_\_\_\_  
Contract No.: \_\_\_\_\_

To: **THE BAC CHAIRMAN**  
**Bids and Awards Committee**  
**Cooperative Development Authority**  
**No. 827 Aurora Boulevard Service Road, Brgy. Immaculate Conception**  
**Cubao, Quezon City**

Gentlemen and Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

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

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

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 0 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

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

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[Signature]*

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

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

# COOPERATIVE DEVELOPMENT AUTHORITY

## Contract Agreement Form

---

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

### NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Bid Form and the Price Schedule submitted by the Bidder;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract; and
  - (f) the Entity’s Notification of Award.
3. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.

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

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Entity)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Supplier).



# COOPERATIVE DEVELOPMENT AUTHORITY

## ACKNOWLEDGMENT

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

BEFORE ME, a Notary Public, for and in Quezon City, this \_\_\_\_\_day of \_\_\_\_\_, 2020, personally appeared, with their respective government identifications as proof of identity, the following:

<u>NAME</u>	<u>PROOF OF IDENTITY</u>	<u>DATE ISSUED/ PLACE ISSUED</u>
-------------	--------------------------	--------------------------------------

Chairman/Head of the Procuring Entity

Authorized Signatory (Supplier)

exhibiting to me their competent evidence of identity as shown above, known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their own free act and voluntary deed of the entities they respectively represent.

This instrument refers to a Contract Agreement consisting of \_\_\_\_ pages, including this page on which this Acknowledgement is written, and signed by the parties.

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

**NOTARY PUBLIC**

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 2020

# COOPERATIVE DEVELOPMENT AUTHORITY

## Omnibus Sworn Statement

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

### AFFIDAVIT

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

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

*If a sole proprietorship:* I am the sole proprietor 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;

## COOPERATIVE DEVELOPMENT AUTHORITY

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 following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

# COOPERATIVE DEVELOPMENT AUTHORITY

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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# COOPERATIVE DEVELOPMENT AUTHORITY

## **BID SECURING DECLARATION**

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

X-----X

### **BID-SECURING DECLARATION**

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

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

I/We<sup>2</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 as the bidder with the Lowest Calculated and Responsive Bid/Highest Rated and Responsive Bid<sup>4</sup>, and I/we have furnished the performance security and signed the Contract.

---

<sup>1</sup> Select one and delete the other.

<sup>2</sup> Select one and delete the other. Adopt same instruction for similar terms throughout the document.

<sup>3</sup> Issued by the GPPB through GPPB Resolution 03-2012 on 27 January 2012.

<sup>4</sup> Select one and delete the other.

# COOPERATIVE DEVELOPMENT AUTHORITY

**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 on 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. \_\_\_\_\_.

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

## NAME OF NOTARY PUBLIC

Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorney's No. \_\_\_\_\_  
PTR No. \_\_\_\_\_, [date issued], [place issued]  
IBP No. \_\_\_\_\_, [date issued], [place issued]

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

## Note:

The competent evidence of identity for Notary shall comply with Sec. 12 (a), Rule II of the 2004 Rules on Notarial Practice. "Sec. 12. Competent Evidence of Identity- The phrase "competent evidence of identity" refers to the identification of an individual based on at least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/ immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) Certification.

# COOPERATIVE DEVELOPMENT AUTHORITY

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

X-----X

## 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 if in case it is my first offense, or two (2) years if I have a prior similar 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 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'S AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity] Affiant

# COOPERATIVE DEVELOPMENT AUTHORITY

SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of [month] [year] at [place of execution], Philippines.

[Select one of the two following paragraphs and delete the other]

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 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 Attorney's No. \_\_\_\_\_

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

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

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

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



# COOPERATIVE DEVELOPMENT AUTHORITY

Annex “A”

## *Statement of Single Largest Completed Contract which is Similar in Nature*

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

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

Name of Client/Contact Person/Contact Number/Contact Email Address	Date of the Contract	Kinds of Goods	Amount of Contract	Date of Delivery	End User's Acceptance or Official Receipt(s) Issued for the Contract

Submitted by : \_\_\_\_\_  
(Printed Name and Signature)

Designation : \_\_\_\_\_

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

Instructions:

- Cut-off date is December 31, 2020
- Similar contract shall refer to **CLOUD-BASED SERVICE FOR ENTERPRISE EMAIL, STORAGE, COLLABORATION AND OFFICE PRODUCTIVITY SUITE**

# COOPERATIVE DEVELOPMENT AUTHORITY

Annex “B”

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

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

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

<b>Name of Client/Contact Person/Contact Number/Contact Email Address</b>	<b>Date of the Contract</b>	<b>Kinds of Goods</b>	<b>Value of Outstanding Contracts</b>	<b>Date of Delivery</b>
<u>Government</u>				
<u>Private</u>				

Submitted by : \_\_\_\_\_  
(Printed Name and Signature)

Designation : \_\_\_\_\_

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

### **Instructions:**

- i. State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bidded) prior to December 31, 2020.
- ii. If there is no ongoing contract including those awarded but not yet started as of the aforementioned period, state none or equivalent term.

# COOPERATIVE DEVELOPMENT AUTHORITY

## CDA BAC Resolution NO. 013- 2020

**Subject: GUIDELINES FOR THE ELECTRONIC SUBMISSION OF BIDS IN ACCORDANCE WITH GPPB RESOLUTION NO. 09-2020 (APPROVING MEASURES FOR THE EFFICIENT CONDUCT OF PROCUREMENT ACTIVITIES DURING A STATE OF CALAMITY, OR IMPLEMENTATION OF COMMUNITY QUARANTINE OR SIMILAR RESTRICTIONS)**

=====

**WHEREAS**, in view of the declaration of the State of Public Health Emergency due to COVID-19 pandemic, the different parts of the country were placed under community quarantine which resulted in a limited movement of people and temporary business and work suspension. With the restrictions imposed, the procurement activities set by CDA BAC have become difficult, if not diminished;

**WHEREAS**, on 15 May 2020 the Government Procurement Policy Board (GPPB) published Resolution No. 09-2020 entitled “**Approving Measures For The Efficient Conduct of Procurement Activities During A State of Calamity or Implementation of Community Quarantine or Similar Restrictions**” which confirms, adopt, and approve measures, as recommended by the GPPB-TSO, for the efficient conduct of all procurement activities, regardless of procurement modality, during the State of Calamity;

**WHEREAS**, in the aforementioned resolution, the GPPB allowed the (i) submission of procurement related documents, except for the submission and receipt of bids, through electronic mail or facsimile subject to the submission of the printed copies as soon as practicable, as determined by the Bids and Awards Committee (BAC); and (ii) use of other forms of digital or electronic signature in all procurement related documents. For this purpose, Procuring Entities shall establish their **respective internal rules** to ensure the security, integrity and authenticity of the documents electronically submitted and the use of digital or electronic signature; and

**WHEREAS**, the CDA BAC and its Secretariat are duly equipped to conduct the procurement process through video tele-conferencing and/or online communications of similar nature and to conduct the bidding through online means.

# COOPERATIVE DEVELOPMENT AUTHORITY

**NOW, THEREFORE**, for and in consideration of the foregoing, the CDA BAC RESOLVES, as it is HEREBY RESOLVED, to recommend to the Head of Procuring Entity (the “HoPE”) the adoption of the following **GUIDELINES FOR THE ELECTRONIC SUBMISSION OF BIDS IN ACCORDANCE WITH GPPB RESOLUTION NO. 09-2020**:

## I. PRE-PROCUREMENT PROCESS

### A. ADVERTISEMENT/POSTING OF INVITATION TO BID

For Prospective Bidders or Suppliers:

For pending procurement activities, the Secretariat will prepare a Bid Bulletin for approval of the BAC and for issuance to the suppliers to inform them of the following:

1. Resumption of procurement activities through electronic means in accordance with GPPB Resolution No. 09-2020;
2. The requirement of pre-registration via Google Forms for those interested to join the CDA procurement activities such as the pre-bid conference and the submission of bids; and
3. Other relevant details such as the manner and procedure for pre-registration.

The Secretariat shall post the Bid Bulletin on the 1) PhilGEPS Website, 2) CDA Website and 3) CDA Bulletin board.

## II. NOTICES

For BAC members/Observers/End-users:

The BAC Secretariat shall send the notices to the BAC Members and end-user representative thru official e-mail of the Secretariat (bacsecretariat@cda.gov.ph). The Secretariat shall send Notice to Observers via the official e-mail of the Secretariat at least five (5) calendar days before the date of the scheduled procurement activity in accordance with Section 13.3 Rule V of the IRR of RA 9184.

## III. PROCEDURE IN THE PRE-REGISTRATION OF SUPPLIERS:

- A. Interested suppliers must register through **Google Forms** at least three (3) calendar days before the date of the pre-bid conference by disclosing the following information:

# COOPERATIVE DEVELOPMENT AUTHORITY

- 1) Name of the Company;
  - 2) E-mail address;
  - 3) Title and contract number of the procurement project;
  - 4) Name of owner/ representative;<sup>1</sup>
  - 5) PhilGEPs registered office/company address;
  - 6) Landline and mobile number; and
  - 7) Authority to represent the company (special power of attorney [SPA] or secretary's certificate)
- B. Once registration is complete and filled out, the Secretariat will send an acknowledgement of receipt and an invitation to join the **Google Meet** or any available video conferencing platform on the email address provided by the prospective bidder indicating the date and time of the pre-bid conference. The pre-registration is required for the Secretariat to monitor the persons allowed to enter in the video teleconference and for records purposes.
- Only those suppliers duly registered shall be allowed to attend. In case there will be more than one (1) representative for each prospective bidder, each representative shall fill out the pre-registration form.
- C. The Secretariat shall also provide the Bidder's kit to the prospective bidders to inform them of the house rules to be observed and the step-by-step process during the online bidding.

## IV. PRE-BID CONFERENCE PROPER:

- A. The BAC, with the assistance of the Secretariat, shall conduct the pre-bid conference through video conferencing using **Google Meet** or any available video conferencing platform;
- B. The Secretariat will be the sole administrator in **Google Meet** or any available video conferencing platform. Only registered suppliers will be allowed entry in the virtual pre-bid conference and in the subsequent bidding activities. The video conference via **Google Meet** or any available video conferencing platform will be recorded and minutes of the meeting will also be prepared.
- C. Decisions of the BAC amending any provision of the Bidding Documents shall be issued in writing through a Supplemental/Bid Bulletin posted at least seven (7) calendar days before the bid opening and e-mailed to all suppliers who registered for the pre-bid conference. **(Section 22.4 of the RIRR of 2016)**

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<sup>1</sup> The company representative must submit a scanned copy of SPA or Secretary's Certificate

# COOPERATIVE DEVELOPMENT AUTHORITY

## V. PROCEDURE FOR THE DEADLINE FOR SUBMISSION OF BIDS, OPENING AND EVALUATION OF BIDS:

- 1) All prospective bidders are enjoined to submit the financial and eligibility requirements in password protected PDF files via the Secretariat's official email address. The bidder will send in single email two (2) compressed folders ( in .ZIP file format) which shall both be password protected. One zip folder shall contain the original copy of the **Legal and Technical Requirements** in a password protected PDF file. Both ZIP folder and PDF file shall be assigned the file name "**CDA Bidding No.\_\_\_\_; (Name of Bidder); Legal and Technical Documents**". The second zip folder shall contain the scanned original copy of the **Financial Requirements** in password protected PDF. Both ZIP folder and PDF file shall be assigned the file name "**CDA Bidding No.\_\_\_\_; (Name of Bidder); Financial Documents**". The four (4) passwords shall be unique for both folders and files, respectively. The Bidder may seek technical assistance from the BAC secretariat/Administrator for details.
- 2) Upon receipt of the email containing the two (2) compressed folders, the BAC Secretariat shall send an email of acknowledgement receipt and shall generate a Bid receipt page/document which can be saved or printed by the bidder, as proof of the official time of receipt of bids. Late Bids shall not be accepted and shall no longer be included in the opening of bids.
- 3) The Secretariat shall download the files in a CDA issued computer/laptop device so that the audit trail shall be preserved. The BAC shall designate the official representative of the Secretariat (as administrator) and an alternate representative coming from the MIS to access the said password protected files for safekeeping and record purposes.
- 4) Should a prospective bidder choose to modify the submitted bid, the following rules shall apply:

"Bidders shall send another Bid equally secured, properly identified, and labelled as a "**modification**" of the one previously submitted. The time indicated in the latest Bid receipt page generated shall be the official time of submission. Bids submitted after the deadline shall not be accepted." (GPPB Resolution 09-2020)

### **Section 26, R.A 9184 (Revised):**

"For online or electronic bid submission, where a bidder modifies its Bid, it **shall not be allowed to retrieve its original Bid**, but shall only be allowed to **send another Bid equally secured and properly identified**. (GPPB Resolution 09-2020)

In the case of electronic submission, to be labelled as a "**modification**," of the one previously submitted. The time indicated in **the latest Bid receipt page generated shall be the official time of submission**. Bids submitted after the deadline shall not be accepted."

[Boldfont supplied.]

# COOPERATIVE DEVELOPMENT AUTHORITY

5) In case of modification of bids, the bidder shall use the following file names for the folders and files:

A. **“CDA Bidding No.\_\_\_\_; (Name of Bidder); Legal and Technical Documents – Modification”**

B. **“CDA Bidding No.\_\_\_\_; (Name of Bidder); Financial Documents-Modification”**

The Secretariat shall record the last document submitted by the prospective bidder as the official document for the opening of bids, provided it is submitted on or before the deadline.

## **VI. BID OPENING PROCESS:**

The BAC, with the assistance of the Secretariat and Technical Working Group (“TWG”), shall conduct the bid opening via **Google Meet** or any available video conferencing platform. Bidders are encouraged to attend the bid opening online. The passwords for the folders and the files shall be disclosed by the bidders only during the bid opening.

For bidders who are present, the Secretariat will ask the bidder in the chat box of **Google Meet** or any available video conferencing platform, video conferencing room for the corresponding password during the bid opening itself. The official representative of the bidder shall respond promptly in the same chat box with the passwords when prompted.

If a bidder is unable to attend the bid opening and his bid is about to be opened, the Secretariat will ask for the passwords via text message to the official representative of the bidder who shall respond promptly with the password. Bidders are given a minimum of five (5) minutes to provide the password. If the bidder fails to do so, the BAC shall move on to the next bid, if any. If there are no other bids to be considered, the Secretariat shall ask again via text message for the password and the BAC shall give the bidder at least another five (5) minutes to respond. If the bidder does not respond within the allotted time, his bid shall no longer be considered.

The bidder shall first disclose the password for the first password- protected compressed folder containing the eligibility documents and the Secretariat shall extract the eligibility documents therein. The Secretariat shall upload the said extracted file to Google Drive and share by email an online link to such file to all BAC, Secretariat, TWG Members and invited Observers. After sharing such a link, the Secretariat shall ask the bidder for the password to the eligibility documents in the same procedure described above.

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If the bidder is considered **passed** on his eligibility requirements, together with any other bidders who are considered passed on their eligibility requirements, his second password-protected compressed folder containing his financial documents and the files contained therein shall be opened and shared in the same manner as the passwords of the eligibility documents as described above. In no case shall a bidder disclose the passwords for his financial folder and files prior to being declared eligible based on the evaluation of his eligibility documents.

The bidders are given only three attempts to disclose their password per compressed folder and PDF file to open the documents. Should the bidder fail to provide the correct password after the third attempt, their bid shall no longer be considered. The Secretariat shall take and print a screenshot of such inquiries and responses to form part of the records and all incidents should be recorded in the minutes.

## VII. BID EVALUATION:

1. Only eligible bids shall be evaluated.
2. Section 6 of GPPB Resolution No. 09-2020, In consideration of the limited access to financial institutions, regulatory and other offices, as well as the implementation of government restrictions on transport and travel, the following alternate documentary requirements shall be acceptable for procurement activities:

2.1 Unnotarized Bid Securing Declaration;

2.2 Expired Business or Mayor's permit with Official Receipt of renewal application, subject to submission of Business or Mayor's permit after award of contract but before payment;

2.3 Unnotarized Omnibus Sworn Statement subject to compliance therewith after award of contract but before payment; and

2.4 Performance Securing Declaration (PSD) in lieu of a performance security to guarantee the winning bidder's faithful performance of obligations under the contract, subject to the following: <sup>[L]</sup><sub>[SEP]</sub>

2.4.1. Similar to the PSD used in Framework Agreement, such declaration shall state, among others, that the winning bidder shall be blacklisted from being qualified to participate in any government procurement activity for one (1) year, in case of first offense or two (2) years, if with prior similar offense, in the event it violates any of the conditions stated in the contract. A copy of the PSD form is attached hereto as Annex "A";



# COOPERATIVE DEVELOPMENT AUTHORITY

2.4.2. An unnotarized PSD may be accepted, subject to submission of a notarized PSD before payment, unless the same is replaced with a performance security in the prescribed form, as stated below; and

2.4.3. The end-user may require the winning bidder to replace 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 upon lifting of the State of Calamity, or community quarantine or similar restrictions, as the case may be.

2.4.4. The BAC shall determine or validate the existence of the State of Calamity, or implementation of community quarantine or similar restrictions and may require the submission of documentary proof for this purpose.”

3. The BAC Secretariat shall record the proceedings and prepare the minutes of the meeting in the conduct of the opening and evaluation of bids.

## **VIII. POST-QUALIFICATION:**

1. The Technical Working Group (TWG) shall conduct post-qualification measures based on the documents submitted by the bidders. Only those with complete and sufficient requirements shall be considered for purposes of awarding the contract.

The TWG, as it may deem necessary, requires the manual submission of the documents submitted by the bidders for proper identification and evaluation.

**RESOLVED, FINALLY** that on the basis of the foregoing, the CDA BAC **RECOMMENDS** to the HOPE to adopt the foregoing guidelines on the electronic submission of bids in accordance with the GPPB Resolution 09- 2020.

# COOPERATIVE DEVELOPMENT AUTHORITY

DONE in Quezon City this 18th day of September, 2020.

(approved)  
**DEPUTY EXEC. DIR. GIOVANNI T. PLATERO**  
BAC Chairman

(approved)  
**ATTY. ELIZABETH O. BATONAN**  
BAC Vice Chairman

(approved)  
**ATTY. MONALIZA P. ARRIBA-JUAREZ**  
BAC Member

(approved)  
**MELISSA C. SANTOS**  
BAC Member

(approved)  
**ATTY. JOANNE NEPOMUCENO-LIMPIN**  
BAC Member

(approved)  
**MONATAO R. ALAWI**  
BAC Member

APPROVED/DISAPPROVED:

(approved)  
**ORLANDO R. RAVANERA**  
Chairman and Head of Procuring Entity

Certified Correct:

(signed)  
**ATTY. JOVILYN M. GAFFUD-MARQUEZ**  
Head, BAC Secretariat

## ANNEX "A"

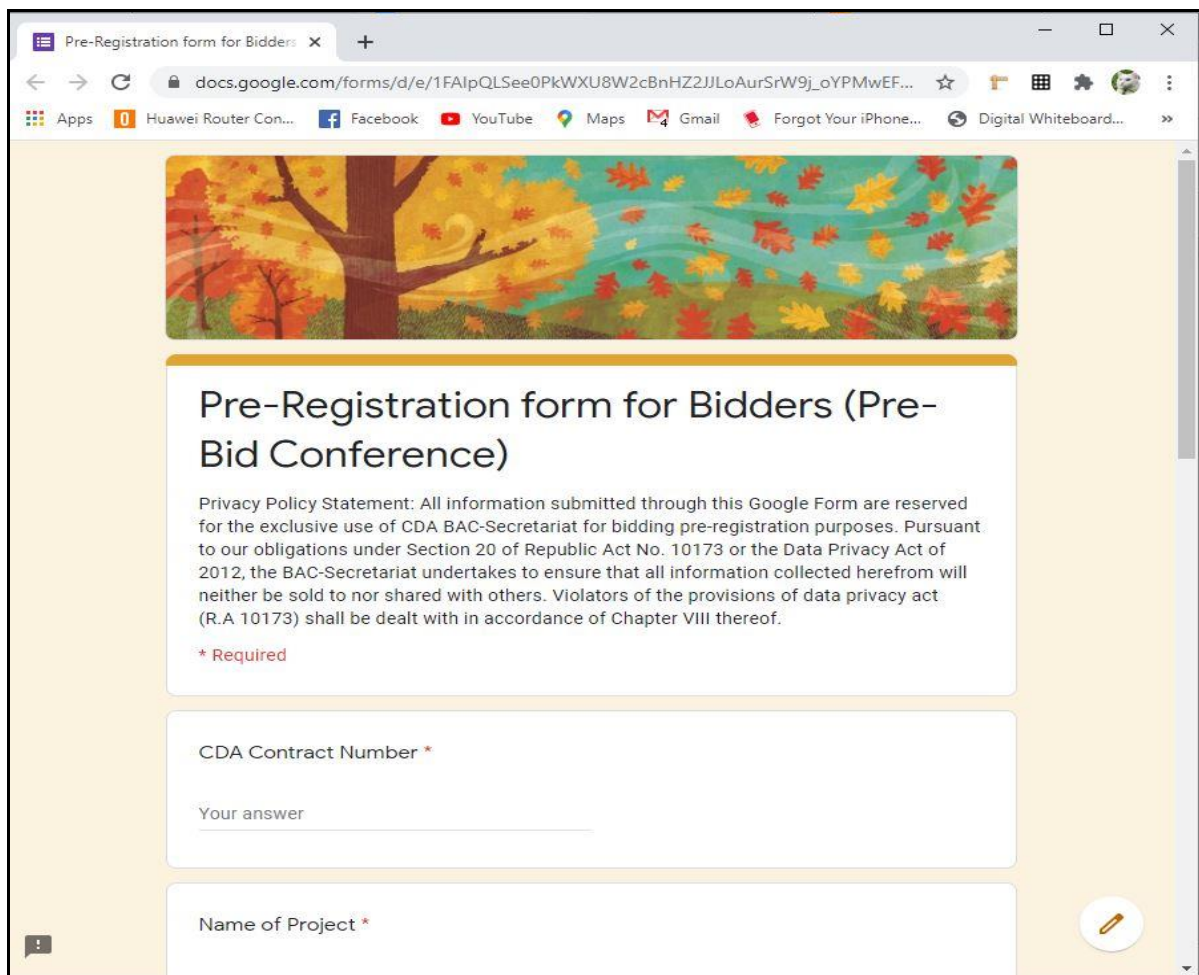
### **BIDDER'S KIT FOR CDA PROCUREMENT GUIDELINES IN ADOPTING ELECTRONIC SUBMISSION OF BIDS**

(GPPB Resolution no. 09-2020)

#### **I. Pre-Bid Conference**

**Step 1:** Register by completing the information required in the Google forms which can be accessed here: <https://forms.gle/DCF1i8qbUF8GPAqV7>

Once completed, submit the form to the Secretariat and wait for an acknowledgement by e-mail. Upon receipt of your response, the CDA BAC Secretariat will be sending you another link via email to access the virtual meeting on the prescribed date.

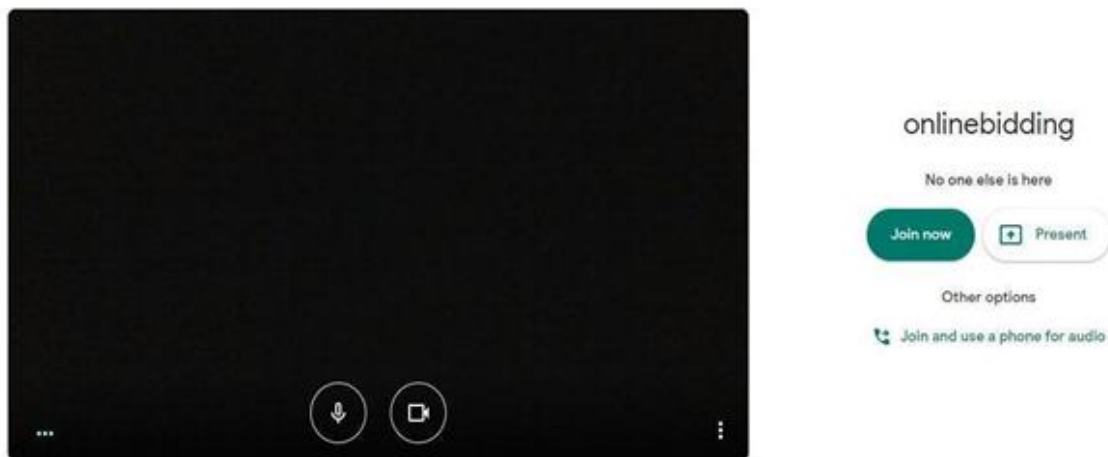


The screenshot shows a web browser window displaying a Google Form. The browser's address bar shows the URL: docs.google.com/forms/d/e/1FAIpQLSee0PkWXU8W2cBnHZ2JJLoAurSrW9j\_oYPMwEF... The form has a header image of a tree with autumn leaves. The title of the form is "Pre-Registration form for Bidders (Pre-Bid Conference)". Below the title is a privacy policy statement: "Privacy Policy Statement: All information submitted through this Google Form are reserved for the exclusive use of CDA BAC-Secretariat for bidding pre-registration purposes. Pursuant to our obligations under Section 20 of Republic Act No. 10173 or the Data Privacy Act of 2012, the BAC-Secretariat undertakes to ensure that all information collected herefrom will neither be sold to nor shared with others. Violators of the provisions of data privacy act (R.A 10173) shall be dealt with in accordance of Chapter VIII thereof." Below the privacy statement is a red asterisk indicating required fields. The form contains two input fields: "CDA Contract Number \*" and "Name of Project \*". The "CDA Contract Number \*" field has a text input area with the placeholder "Your answer". The "Name of Project \*" field is currently empty. There is a small edit icon (pencil) in the bottom right corner of the form area.

# COOPERATIVE DEVELOPMENT AUTHORITY

**Step 2:** Join the scheduled Pre-Bid Conference by clicking the link provided by the Secretariat through e-mail <bacsecretariat@cda.gov.ph> to enter the Google Meet by following/clicking the meeting code and click “Join Now”.

Please make sure that you allow access to the microphone and the camera.



**Step 3:** Kindly wait for the Secretariat to confirm your entry in the Google Meets to participate in the pre-bid conference.

**Step 4:** See file attached as "Annex A" for the House Rules to be observed during the conduct of procurement activities.

## II. Submission of Bids

**Step 1:** Scan the original copy of the **Legal and Technical Requirements** and save as a PDF assigned with the file name “**CDA Bidding No.\_\_\_\_; (Name of Bidder); Legal and Technical Documents**”. Place/set a password on the PDF file. Save the password-protected PDF file to a ZIP file. Place/set another password on the ZIP file.

**Step 2:** Scan the original copy of the **Financial Requirements** and save as a PDF assigned with the file name “**CDA Bidding No.\_\_\_\_; (Name of Bidder); Financial Documents**”. Place/set a password on the PDF file. Save the password-protected PDF file to a ZIP file. Place/set another password on the ZIP file.

**Important:** Passwords shall bear a unique combination for each file and folder. Same passwords for all files are not allowed. Thus, there shall be **four (4)**

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**sets of passwords with unique combinations.** For details on how to save files in PDF format and to place passwords please see file attached as “Annex B”.

**Step 3:** Submit your bids via e-mail to (bacsecretariat@cda.gov.ph) on or before the deadline for bid submission.

**Step 4:** After submission, wait for the acknowledgement by the BAC Secretariat of the a) receipt of the compressed file (ZIP file) containing the bids b) proof of the date and time of receipt of the bid to ensure submission prior to the deadline and c) the invitation with the access link to the video conference of the bid opening with date and time thereof.

**Important:** In case of any modification of bids, the original bid submitted shall not be retrieved but a modified bid shall be submitted to the Secretariat provided that it is equally secured by passwords, properly identified and submitted on or before the deadline. The bidder shall use the following file names for the folders and files:

- A. “CDA Bidding No.\_\_\_\_; (Name of Bidder); Legal and Technical Documents – Modification”
- B. “CDA Bidding No.\_\_\_\_; (Name of Bidder); Financial Documents – Modification”

**Important:** **LATE Bids** or those bids submitted after the deadline will **NOT** be considered in the bid opening.

## III. Opening and Evaluation of Bids

**Step 1:** Fill-out the Registration Form for the Opening of Bids Url: <https://forms.gle/ggp95RvEcGyhBoJ89>. Upon receipt of your response, the CDA BAC Secretariat will be sending you another link via email <bacsecretariat@cda.gov.ph> to access the virtual meeting on the prescribed date. Open e-mail and access the link provided by the Secretariat to enter the Google Meet by following/clicking the meeting code. Make sure that you allow access to the microphone and the camera. Wait for confirmation from the Secretariat to enter the meeting room.

**Step 2:** When prompted, disclose in the chat box the password to the first password protected ZIP folder. Wait for the Secretariat to upload the extracted file to Google drive. Afterwards, the Secretariat will prompt you to disclose the password for the PDF document containing the Legal and Technical requirements. If you are present, the Secretariat will ask in the chat box of the Google Meet video conferencing room for the corresponding passwords during the bid opening itself.

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If you are not present in the online meeting in Google Meet, the Secretariat will send you an inquiry for such passwords via text message to your registered mobile number. You are given a minimum of five (5) minutes to respond. Should you not respond with the password when prompted, the BAC shall move on to the next bid, if any. If there are no other bids to be considered, the Secretariat shall ask again via text message for the password and you are given another five (5) minutes to respond. Should you fail to respond within the allotted time, your submitted bid will longer be considered.

**Under no circumstances shall the Bidder be allowed to disclose such passwords BEFORE the scheduled bid opening.**

**Step 3:** Should the Legal and Technical requirements be declared as "**PASSED**", you will be prompted to disclose the password for the second password protected ZIP folder, and subsequently the password for the PDF document containing the financial requirements in the same manner as the passwords of the eligibility documents as described above. You must respond promptly.

**Under no circumstances shall the Bidder be allowed to disclose such passwords prior to being declared eligible based on the evaluation of his eligibility documents.**

**Important:** Only **three attempts** are given to disclose your password per ZIP folder and PDF file to open the documents. Should you fail to provide the correct password after the third attempt, the submitted bids shall **NOT** be accepted during the bid opening.

\* For inquiries and other concerns, you may reach the BAC Secretariat through this email address: [bacsecretariat@cda.gov.ph](mailto:bacsecretariat@cda.gov.ph) or telephone number 8-7238306 / 0919-9116304.

Stay safe and warm regards!

**CDA BAC Secretariat**

***ANNEX "B"***

**Basic House Rules to be observed during BAC Meetings**

1. Kindly place your microphone on mute when not speaking.
2. Please raise your hand, and wait to be recognized before you speak (remember to toggle off mute).
3. Turn on video for confirmation of your identity.
4. Meetings will start on time. You are advised to enter the virtual room 30 minutes to resolve technical issues, if any.

## *ANNEX “C”*

### SECURING YOUR FILE





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## How to Add Password in PDF File

3. In the protect using password dialog box, type your **password twice** and choose **"apply"** at the lower right side of the dialog box.

### Protect Using Password

Requires user to enter a password for:

☒ Viewing  
☐ Editing

Type Password

Re-type Password

Advanced Options ▾

Cancel **Apply**



## How to Add Password in ZIP File

1. Right click the file.
2. Choose **"add to archive."**

### Open with Adobe Acrobat DC

Print

Edit with Adobe Acrobat

Combine files in Acrobat...

Share using Adobe Acrobat

Share

Open with >

Give access to >

Scan for threats...

**Add to archive...**

Add to "OmniBus\_Guideline.rar"

Compress and email...

Compress to "OmniBus\_Guideline.rar" and email

Restore previous versions

Send to >

Cut

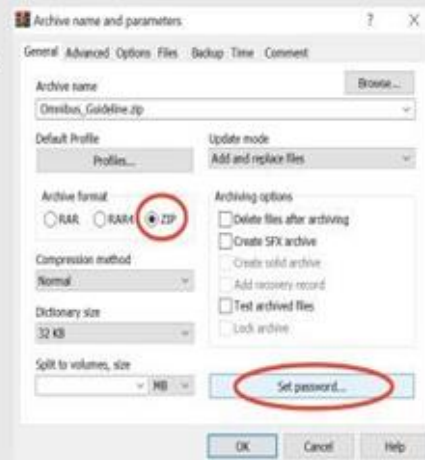
Copy

Create shortcut



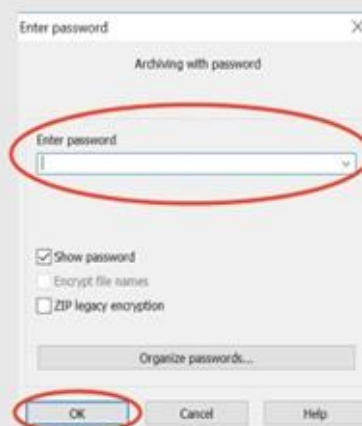
## How to Add Password in ZIP File

3. In the Archive name and parameters dialog box, choose **"radio button ZIP"** and click **"set password."**



## How to Add Password in ZIP File

4. Type your **password** and choose **ok**.







## How to Add Password in PDF File

1. Open the PDF file using Preview
2. Click file and choose **"Export as PDF"**





## How to Add Password in PDF File

3. Click **"Show Details"**
4. Click **"Encrypt"** enter password in the dialog box and click **"Save"**





