



Republic of the Philippines  
Department of Justice  
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Balara, Quezon City  
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# **BIDDING DOCUMENTS**

## **SUPPLY, DELIVERY, INSTALLATION, CONFIGURATON, TESTING AND COMMISSIONING OF STRUCTURED CABLING FOR THE NEWLY RENOVATED OFFICE OF THE GOVERNMENT CORPORATE COUNSEL EXTENSION OFFICE**

**Project Identification No. OGCC2024-IT-003**  
**Purchase Request No. 2024-0095**

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# Glossary of Acronyms, Terms, and Abbreviations

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**CDA** - Cooperative Development Authority.

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**Foreign-funded Procurement or Foreign-Assisted Project**– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.

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

### **Notes on the Invitation to Bid**

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



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## **INVITATION TO BID FOR SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION, TESTING AND COMMISSIONING OF STRUCTURED CABLING FOR THE NEWLY RENOVATED OGCC EXTENSION OFFICE**

1. The **OFFICE OF THE GOVERNMENT CORPORATE COUNSEL [OGCC]**, through the **2024 GENERAL APPROPRIATIONS ACT** intends to apply the sum of **ONE MILLION SEVEN HUNDRED SIXTY-THREE THOUSAND SIX HUNDRED EIGHTY PESOS (PhP1,763,680.00)** being the ABC to payments under the contract for **THE SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION, TESTING AND COMMISSIONING OF STRUCTURED CABLING FOR THE NEWLY RENOVATED OGCC EXTENSION OFFICE** **Project Identification No. OGCC2024-IT-003**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **OGCC** now invites bids for the above Procurement Project. Delivery of the Goods is required within the period stated in the Schedule of Delivery. Bidders should have completed, within **three (3) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.  
  
Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from **OGCC- BAC Secretariat** and inspect the Bidding Documents at the address given below during office hours **from 9AM to 4PM, Monday to Friday**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **28 OCTOBER to 18 NOVEMBER 2024** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos (PhP5,000.00)**. The **OGCC** shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.
6. The **OGCC** will hold a Pre-Bid Conference on **5 NOVEMBER 2024, 2:00PM via Zoom** which shall be open to prospective bidders. The Zoom link will be provided by the BAC Secretariat prior to the schedule of the pre-bid conference to all interested bidders who shall signify their intention to join by submitting a letter request to the BAC Secretariat in the email addresses provided below.

The schedule of bidding activities is as follows:

ACTIVITIES	SCHEDULE
<i>Issuance of Bidding Documents</i>	<b>28 October to 18 November 2024</b>
<i>Pre-Bid Conference</i>	<b>5 November 2024, 2:00pm</b>
<i>Deadline of Submission of Bids</i>	<b>18 November 2024, 1:00pm</b>
<i>Opening of Bids</i>	<b>18 November 2024, 3:00pm</b>

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated on or before **18 NOVEMBER 2024, 1:00PM**. *Late bids shall not be accepted.*
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **18 NOVEMBER 2024, 3:00PM** at the given address below and via Zoom. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **OGCC** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

**Diane Camilla R. Borja**  
*BAC Secretariat, Member*  
Office of the Government Corporate Counsel  
3<sup>rd</sup> Floor, MWSS Building, Katipunan Ave., QC  
[bac@ogcc.gov.ph](mailto:bac@ogcc.gov.ph)  
Telephone Number: (02) 7622 5119

12. You may visit the following websites:

For downloading of Bidding Documents: <https://ogcc.gov.ph>  
[If applicable] For online bid submission: [bac@ogcc.gov.ph](mailto:bac@ogcc.gov.ph)

Sgd.  
**GCA OWEN M. VIDAD**  
*Government Corporate Attorney*  
*OGCC – BAC Vice Chairperson*



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

## 1. Scope of Bid

The Procuring Entity, **OGCC** wishes to receive Bids for the **SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION, TESTING AND COMMISSION OF STRUCTURED CABLING FOR THE OGCC NEWLY RENOVATED EXTENSION OFFICE [Project Identification No. OGCC2024-IT-003]** {[insert, if applicable:]}

The Procurement Project (referred to herein as “Project”) is composed of **ONE (1) LOT**, the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for **GENERAL APPROPRIATIONS ACT FOR FY 2024** in the amount of **ONE MILLION SEVEN HUNDRED SIXTY-THREE THOUSAND SIX HUNDRED EIGHTY PESOS (PhP1,763,680.00)**.

2.2. The source of funding is:

a. NGA, the **FY 2024 GENERAL APPROPRIATIONS ACT**.

## 3. Bidding Requirements

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

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

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

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

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

## 5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
  - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
  - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to: at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

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

## 7. Subcontracts

- 7.1. Subcontracting is **not** allowed.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

## 9. Clarification and Amendment of Bidding Documents

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

## 10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **three (3) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

## 12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:

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

### 13. Bid and Payment Currencies

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

### 14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until **120 calendar days from the date of opening of bids**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### 15. Sealing and Marking of Bids

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<sup>1</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

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

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

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

## **16. Deadline for Submission of Bids**

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

## **17. Opening and Preliminary Examination of Bids**

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

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

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

## **18. Domestic Preference**

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

## **19. Detailed Evaluation and Comparison of Bids**

- 19.1. The Procuring 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 conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.

- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

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

## **21. Signing of the Contract**

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

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



# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> <li>a. For the procurement of Non-Expandable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC</li> <li>b. completed within three (3) years prior to the deadline for the submission and receipt of bids.</li> <li>c. Similar contract shall mean supply, delivery, installation, configuration, testing and commissioning of structured cabling in other government offices.</li> </ul>
7.1	No further instructions.
12	The price of the Goods shall be quoted DDP <b>OGCC Office, 3<sup>rd</sup> Floor, MWSS Building, Balara, Katipunan Ave., Quezon City</b> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> <li>a. The amount of not less than Php35,273.60.00 (2% of the ABC), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than Php88,184.00 (5% of the ABC), if bid security is in Surety Bond.</li> </ul>
15	<p><b>Instructions regarding indexing of Eligibility and Technical Components:</b></p> <p>Each bidder shall submit <b>three (3) copies</b> of the Technical and Financial components of its bid: <b>one (1) certified true copy of the original documents and two (2) photocopies thereof.</b></p> <p>The Bidders shall enclose the <b>Technical Components</b> (eligibility and technical documents) in one sealed envelope and the <b>Financial Component</b> in another sealed envelope with the following markings on each of the two envelopes:</p>

**TECHNICAL COMPONENT**

Bid for the  
*Supply, Delivery, Installation, Configuration, Testing and Commissioning of  
Structured Cabling in the Newly Renovated OGCC Extension Office*

[COMPANT NAME]  
[COMPANY ADDRESS]  
[CONTACT DETAILS]

GCA Owen M. Vidad  
*BAC Vice Chairperson*

DO NOT OPEN BEFORE 18 November 2024, 3:00 p.m.

*Please check one:*

- ☐ Original – Technical Component
- ☐ Copy No. 1 – Technical Component
- ☐ Copy No. 2 – Technical Component

**FINANCIAL COMPONENT**

Bid for the  
*Supply, Delivery, Installation, Configuration, Testing and Commissioning of  
Structured Cabling in the Newly Renovated OGCC Extension Office*

[COMPANT NAME]  
[COMPANY ADDRESS]  
[CONTACT DETAILS]

GCA Owen M. Vidad  
*BAC Vice Chairperson*

DO NOT OPEN BEFORE 18 November 2024, 3:00p.m.

*Please check one:*

- ☐ Original – Technical Component
- ☐ Copy No. 1 – Technical Component
- ☐ Copy No. 2 – Technical Component

***Note: The two (2) abovementioned envelopes shall be enclosed and sealed in one (1) single envelope containing the following marking:***

Bid for the  
*Supply, Delivery, Installation, Configuration, Testing and Commissioning of  
Structured Cabling in the Newly Renovated OGCC Extension Office*

[COMPANT NAME]  
[COMPANY ADDRESS]  
[CONTACT DETAILS]

GCA Owen M. Vidad  
*BAC Vice Chairperson*

DO NOT OPEN BEFORE 18 November 2024, 3:00p.m.

19.3	The project shall be awarded as one contract with an ABC of PhP1,763,680.00 for the Supply, Delivery, Installation, Configuration, Testing and Commissioning of Structured Cabling for the Newly Renovated OGCC Extension Office inclusive of all government taxes and charges.
20	<p>The bidder with the Lowest Calculated Bid shall submit <b>ALL</b> of the following post-qualification requirements:</p> <ol style="list-style-type: none"> <li>1. Photocopy/ies of Contract/s or Purchase Order/s of contracts stated in its Statement of all ongoing government &amp; private contracts including contracts awarded but not yet started and Statement of all completed government &amp; private contracts which are similar in nature and complexity to the contract to be bid;</li> <li>2. Latest Income and Business Tax Returns, filed and paid through the Electronic Filing and Payment System (EFPS).</li> </ol> <p><u>Additional Condition/s:</u></p> <p>*In case of a tie and two (2) or more bidders have been post-qualified as Lowest Calculated Responsive Bidders (LCRBs), the tie-breaking measure shall be non-discretionary and nondiscriminatory such that the same is based on sheer luck or chance.</p> <p>The tie-breaking method shall be an online spinner tool. Representatives of the bidders shall be invited to witness the draw. The first drawn bidder shall be considered as the winning LCRB and the unchosen bidder shall be ranked as the second LCRB.</p> <p>In case of the failure, refusal or inability of the winning LCRB to submit the documents required under Section 37.1 of the 2016 RIRR or other documents required as stated in this bidding documents or to enter into contract and post the required Performance Security as provided in Section 40 of the same RIRR, the BAC shall disqualify the said LCRB, and shall proceed to award the contract to the second ranked LCRB. This procedure shall be repeated until a Notice to Proceed has been issued.</p>
20.2	Must present the licenses and certifications required in the Terms of Reference.
21.2	No further instructions.

## ***Section IV. General Conditions of Contract***

## **1. Scope of Contract**

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

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

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

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

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

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

## **3. Performance Security**

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

## **4. Inspection and Tests**

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

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

## **5. Warranty**

- 5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

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

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

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

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

## Special Conditions of Contract

GCC Clause	
1	<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><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered at <b>OGCC, MWSS Building, Katipunan Ave., Quezon City</b>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered at <b>OGCC, MWSS Building, Katipunan Ave., Quezon City</b>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is Chief Administrative Officer (CAO) Marc Alexis M. Arabe.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ul style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>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</li> </ul>
	<ul style="list-style-type: none"> <li>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.</li> </ul>



	<p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p><b>Spare Parts –</b></p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <ol style="list-style-type: none"> <li>1. 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</li> <li>2. in the event of termination of production of the spare parts: <ol style="list-style-type: none"> <li>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</li> <li>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ol> </li> </ol> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the costs thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of three (3) years from the date of delivery.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within one (1) month of placing the order.</p>
	<p><b>Packaging –</b></p> <p>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.</p>

	<p>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.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity  Name of the Supplier  Contract Description  Final Destination  Gross weight  Any special lifting instructions  Any special handling instructions  Any relevant HAZCHEM classifications</p>
	<p>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.</p> <p><b>Transportation –</b></p> <p>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.</p> <p>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.</p>
	<p>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.</p> <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</p>

	<p>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>Intellectual Property Rights –</b></p> <p>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>
	<p><b>Settlement of Disputes</b></p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.”</p> <p>Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree.</p>
2.2	<p><b>Partial payment shall not be allowed.</b> One-time payment shall be made in accordance with budgeting, accounting, and auditing laws, rules and regulations. The OGCC shall pay the cost of the contract only upon full delivery and upon:</p> <ol style="list-style-type: none"> <li>1) the issuance of the Certificate of Inspection and Acceptance by the OGCC Inspection Committee, and</li> <li>2) submission of Warranty Security of the Supplier after acceptance by the OGCC</li> </ol>
4	<p>The inspection and tests will be conducted by the Inspection and Acceptance Committee of the OGCC.</p>

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

**(FORM D1)**

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

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivered, Weeks/Months</b>
1	Supply, Delivery, Installation, Configuration, Testing and Commissioning of Structured Cabling for the Newly Renovated OGCC Extension Office	1 Lot	Supply, Delivery, Installation, Configuration, Testing and Commissioning shall be within thirty (30) calendar days from the approval of the Project Management Plan.

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

**Name & Signature of the Authorized Representative** : \_\_\_\_\_

**Name of Company** : \_\_\_\_\_

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

## ***Section VII. Technical Specifications***

**(FORM D2)**

	<b>Specification</b>	<b>Statement of Compliance</b>
	<b>NETWORK EQUIPMENT:</b>	
	<b>1. One (1) POE Switch</b> <ul style="list-style-type: none"> <li>a. Switch Type: Managed</li> <li>b. Switch Layer: L2/L3</li> <li>c. Can support Quality of Service (QoS), Web-based management, Configuration Location Settings (CLI), MIB.</li> <li>d. Basic switching RJ-45 Ethernet with 24 ports that supports Gigabit Ethernet (10/100/1000)</li> <li>e. SFP module slots quantity (4 ports)</li> <li>f. RJ-45/USB Type-C Console port</li> <li>g. Manufacturer's networking standards</li> <li>h. Supports both IPv4 and IPv6</li> <li>i. DHCP capable</li> </ul>	
	<b>2. Six (6) Wireless Access Points</b> <ul style="list-style-type: none"> <li>a. Supported frequency bands (2.4 GHz 802.11b/g/n/ax client access radio, 5 GHz 802.11a/n/ac/ax client access radio)</li> <li>b. Wi-Fi 6 dual band</li> <li>c. Interface: 1 x 10/100/1000 BASE-T Ethernet (RJ45)</li> <li>d. SU-MIMO, UL MU-MIMO, and DL MU-MIMO support</li> <li>e. Supports location analytics reporting and device tracking</li> <li>f. Desktop, ceiling, and wall mount capable</li> </ul>	
	<b>3. One (1) Data Cabinet for POE switch</b> <ul style="list-style-type: none"> <li>a. 15U 600mm W x 600mm D (Wall Mounted Data Cabinet)</li> <li>b. Powder coated BackPower coated black</li> <li>c. Four (4) adjustable mounting rail (L-type)</li> <li>d. Glass split front door with lock</li> <li>e. Two (2) vented detachable side panels with lock</li> <li>f. Four (4) pieces exhaust fans on top panel</li> </ul>	

	g. Two (2) pieces 1RU Horizontal wire manager	
	<p><b>4. Structured Cabling Components</b></p> <p>a. Copper Cabling Components</p> <ul style="list-style-type: none"> <li>• CAT6 UTP Cable with UTP pair separator <ol style="list-style-type: none"> <li>1. Conductor Size: 24</li> <li>2. Conduction Stranding: Solid</li> <li>3. Conduction Material: Bare Copper</li> <li>4. Conduction Number of pairs: 4</li> <li>5. Insulation Material: Polyethylene</li> <li>6. Outer Jacket Material: Polyvinyl Chloride</li> <li>7. RoHs Compliant</li> </ol> </li> <li>• 24-port CAT6 patch panel</li> <li>• CAT6 information outlet</li> <li>• Simplex Faceplate</li> <li>• CAT6 1-meter patch cord (for patch panel side)</li> <li>• CAT6 2-meter patch cord (for access point side)</li> </ul> <p>b. Fiber Cabling Components</p> <ul style="list-style-type: none"> <li>• 6 Core Fiber cable, OM3, MM, outside plant armored (200 meters)</li> <li>• Two (2) 6-port fiber patch panel, loaded</li> <li>• Six (6) OM3 pigtail, LC connector</li> <li>• Six (6) OM3 fiber patch cord, LC duplex connector</li> <li>• RoHs Compliant</li> </ul>	
	<p><b>5. Grounding System</b></p> <p>a. 3.5mm THNN Grounding Wire (200 meters)</p> <p>b. One (1) Galvanized grounding rod (5/8 x 8' length)</p> <p>c. One (1) 5/8" Grounding Clamp</p>	

	d. Two (2) Grounding Logs	
	<p><b>6. Roughing-ins and Other Miscellaneous</b></p> <p>a. Pipes and Fittings – manufacturer’s standard</p> <ul style="list-style-type: none"> <li>• 1/2" dia. PVC Pipe with coupler</li> <li>• 1/2" dia. PVC Adaptor &amp; Locknut</li> <li>• 3/4" dia. PVC Pipe with coupler</li> <li>• 3/4" dia. PVC Adaptor &amp; Locknut</li> <li>• 1 1/4" dia. PVC Pipe with coupler</li> <li>• 1 1/4" dia. PVC Adaptor &amp; Locknut</li> </ul> <p>b. Metallic Junction Boxes with cover – manufacturer’s standard</p> <ul style="list-style-type: none"> <li>• Metallic Junction Boxes with cover, ga. 16</li> <li>• Metallic Pull Boxes with cover, ga. 16</li> </ul> <p>c. Conduit hangers, support and other miscellaneous – manufacturer’s standard</p>	
	<b>OTHER REQUIREMENTS:</b>	
	1. The bidders / contractors should be at least 10 years in Structured cabling and ICT business industry.	
	2. The bidders / contractors should have at least 2 employed Certified Cabling Designer and Installer of the brand offer. And with At least 5 years’ experience.	
	3. The bidders / contractors should have a Manufacture Certificate from the Brand offer, stating that they are the authorized Designer and Installer on the brand offer.	
	4. The bidders / contractors’ proposed team members must be a full-time employee of the bidder and must provide proof through Certificate of Employment and Curriculum Vitae. Training Certifications or any applicable documents must be submitted as proof of training completion or certification.	
	<b>DELIVERY AND IMPLEMENTATION</b>	
	1. The winning bidder shall submit Project Management Plan Thirty (30) calendar days upon receipt of Notice to Proceed for the implementation of the proposed solution that is subject for review	

	<p>and approval of the OGCC. The project Management Plan shall include but not be limited to the following:</p> <p><b>Scope of Work</b></p> <ul style="list-style-type: none"> <li>• Project Organization</li> <li>• Implementation Methodology</li> <li>• Project Timeline</li> <li>• Communication and Deployment Strategy</li> <li>• Technology Transfer Strategy</li> </ul>	
	2. Supply, Delivery, Installation, Testing and Commissioning shall be within thirty (30) calendar days from the approval of the Project Management Plan.	
	3. The winning bidder shall submit manufacturer's certification as the distributor or dealer/reseller of the offered product as a requirement for issuance of Certificate of Acceptance.	
	<b>MAINTENANCE, SUPPORT AND WARRANTY</b>	
	<p>1. Provide one (1) year maintenance support and services to include</p> <ul style="list-style-type: none"> <li>• 12 Hours per day (Monday-Friday) Technical Support</li> <li>• Next Business Day Response Time</li> <li>• Business Planning and Review</li> <li>• Provide Comprehensive Disaster Recovery Procedure</li> </ul>	
	2. The Bidder shall provide technical support via telephone, e-mail, on-site assistance to resolve technical and other related problems. Resolution can be delivered in the form of telephone, electronic and/or on-site resolution. It shall refer to a condition wherein the reported problem is resolved by the proponent to the satisfaction of the end-user.	
	3. The bidder shall resolve a problem within twenty-four (24) hours after it was reported by OGCC in any available and fastest means of communications.	
	4. Provide at least four (4) hours response time for hardware and related problems and issues.	
	5. Established procedure on support and problem escalation.	
	6. Within the warranty period, equipment that cannot be repaired within forty-eight (48) hours shall be immediately replaced with a service unit of similar specifications or better.	



	<p>7. The bidder shall guarantee that the entire structured cabling and networks are free from all defective workmanship and materials, and will remain so for the period of:</p> <ul style="list-style-type: none"> <li>• <b>At least 1 Year Warranty on Workmanship</b></li> </ul>	
	<p>8. To provide quarterly maintenance for the duration of the warranty period, adequate supply of parts must be readily available.</p>	
	<b>PROVISION OF DOCUMENTATION:</b>	
	<p>1. The bidder shall provide a complete documentation for every deliverable and at every end of each development stage and milestone which must be submitted to the OGCC for the approval. OGCC shall own all documents and shall reserve the right to reproduce at no additional cost.</p>	
	<p>2. The documentation must be written in English of durable construction with concise and high-quality presentation to include but not limited to the following:</p> <p><b>Technical Manuals</b></p> <ul style="list-style-type: none"> <li>• Infrastructure Diagrams and Topology</li> <li>• Troubleshooting and Installation Guides</li> <li>• Single Line Diagram</li> <li>• System/Operation Manual</li> </ul> <p><b>Operational Manuals</b></p> <ul style="list-style-type: none"> <li>• User Manuals (for Operations)</li> <li>• Disaster Recovery Plan</li> </ul>	
	<b>TECHNOLOGY TRANSFER</b>	
	<p>1. The bidder must provide technology transfer for at least two (2) IT Personnel for the Network Equipment/switches, basic trouble shooting for the Structured Cabling and Management of Data Center for at least five (5) days.</p>	
	<p>2. To ensure that proper maintenance and sustainment an appropriate training shall be conducted by the bidder /proponent as essential part of Technology Transfer to prepare and equipped OGCC and its personnel in the overall operations and maintenance of its Network Infrastructure.</p>	
	<p>3. Operation and Training manuals shall be provided to each participant.</p>	
	<p>4. The Technology Transfer shall be conducted and completed prior the formal turnover and acceptance.</p>	
	<b>INSPECTION AND TESTING</b>	
	<p>1. All cables and termination hardware shall be 100% tested for defects in installation and to verify cable performance under installed conditions. Any defect in the</p>	

	cabling system installation including but not limited to cable, connectors, patch panels, and connector blocks shall be repaired or replaced to ensure 100% useable conductors in all cables installed.	
	2. Submit the corresponding reports of the testing conducted.	
	<b>ACCEPTANCE</b>	
	1. A certificate of acceptance for any of the bid items shall be issued by OGCC only after completion of the scope of work and compliance to all the requirements	

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

**Name & Signature of the Authorized Representative** : \_\_\_\_\_

**Name of Company** : \_\_\_\_\_

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

## ***Section VIII. Checklist of Technical and Financial Documents***

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

#### Technical Documents

- ☐ (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid **(FORM A)**

#### Supporting documents:

1. Copies of contract, purchase orders (P.O) or sales invoice; and/or
2. Notice of Award or Notice to Proceed

- ☐ (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents **(FORM B)**

#### Supporting documents:

The statement shall be supported by a copy/(ies) of End-User’s Acceptance or Official Receipt/s issued for the contract.

- ☐ (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration **(FORM C);**
- ☐ (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable **(FORMS D1 and D2); and**
- ☐ (f) Original duly signed Omnibus Sworn Statement (OSS) **(FORM E) and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

#### Financial Documents

- ☐ (g) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) **(FORM F) or** A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

### *Class “B” Documents*

- ☐ (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

## II. FINANCIAL COMPONENT ENVELOPE

- ☐ (i) Original of duly signed and accomplished Financial Bid Form (**FORM G**);  
**and**
- ☐ (j) Original of duly signed and accomplished Price Schedule(s) (**FORM H**).

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

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

## Contract Agreement Form for the Procurement of Goods

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

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### CONTRACT AGREEMENT

This AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ between the **OFFICE OF THE GOVERNMENT CORPORATE COUNSEL (OGCC)** (hereinafter called “the Entity”) of the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called the “Supplier”) of the other part;

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

WHEREAS, the Entity invited bids for certain goods and ancillary services, particularly for the **SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION, TESTING AND COMMISSIONING OF STRUCTURED CABLING FOR THE NEWLY RENOVATED OGCC EXTENSION OFFICE** 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 as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be part and construed as integral part of this Agreement, viz:

- i. Philippine Bidding Documents (PBDs);
  - a. Schedule of Requirements;
  - b. Technical Specifications;
  - c. General and Special Conditions of the Contract; and
  - d. Supplemental or Bid Bulletins, if any
- ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;

- iii. Performance Security;
  - iv. Notice of Award of Contract, and the Supplier’s conforme thereto; and
  - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.
3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[name of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.

4. The OGCC agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

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

FOR OGCC:

FOR *[SUPPLIER]*

**SOLOMON M. HERMOSURA**  
*Government Corporate Counsel*  
**Head of the Procuring Entity**

**[name]**  
**[designation]**

FUNDS CERTIFIED AVAILABLE

**EMIL CHRISTIAN V. RAGASA**  
*Accountant*

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

**STATEMENT OF ONGOING GOVERNMENT & PRIVATE CONTRACTS  
INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED**  
*[shall be submitted with the Bid]*

**Instructions:**

1. This Statement shall be supported by any of the following, whichever is available:
  - a. Notice of Award (NOA) and/or Contract;
  - b. Notice to Proceed (NTP) and/or Contract;
  - c. Certificate of Accomplishment signed by the owner or authorized representative.
2. If there is no ongoing contract, state none.
3. The total amount of the ongoing and awarded contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC)

Name of Contract and Contract Cost	Owner, Address and Contact Details	Contract Duration	Date of Contract Award (NOA)	% of Accomplishment (planned)	% of Accomplishment (actual)	Value of outstanding works / uncompleted portion
GOVERNMENT CONTRACTS						
PRIVATE CONTRACTS						

*Submitted by:*

Name of Bidder	
Name of Authorized Representative & Signature	



**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT (SLCC)  
SIMILAR TO THE CONTRACT TO BE BID**  
*[shall be submitted with the Bid]*

**Instructions:**

- 1. Cut-off date is up to the day before the deadline of the submission of bids.
- 2. This statement shall be supported by any of the following, whichever is available:
  - a. NOA and/or contract;
  - b. NTP and/or contract;
  - c. Certificate of Accomplishment signed by the owner or authorized representative.

Name of Contract and Contract Cost	Owner, Address and Contact Details	Contract Duration	Date of Contract Award (NOA)	Date of Completion

*Submitted by:*

Name of Bidder	
Name of Authorized Representative & Signature	

**Bid Securing Declaration Form**  
*[shall be submitted with the Bid if bidder ops to provide this form of bid security]*

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

**BID SECURING DECLARATION (FORM C)**

Project Identification No.: OGCC2024-IT-003

To: **GCA OWEN M. VIDAD**  
*BAC Vice Chairperson*  
Office of the Government Corporate Counsel  
3<sup>rd</sup> Floor, MWSS Building, Katipunan Ave., Quezon City

I/We, the undersigned, declare that:

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

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]

[Insert signatory's legal capacity]  
Affiant

[Jurat]

**Omnibus Sworn Statement (Revised) (FORM E)**

*[shall be submitted with the Bid]*

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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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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

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

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

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

*[If a partnership or cooperative:]* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project

Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

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

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

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

**[Jurat]**

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

**NET FINANCIAL CONTRACTING CAPACITY (NFCC) (FORM F)**

A. Summary of the Bidder’s assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped received by the Bureau of Internal Revenue or its duly accredited and authorized institution, for the preceding calendar/tax year which should not be earlier than two (2) years from the date of submission.

		AMOUNT
1	Total Assets	
2	Current Assets	
3	Total Liabilities	
4	Current Liabilities	
5	Net Worth (1-3)	
6	Net Working Capital (2-4)	

B. The NFCC based on the above data is computed 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.

This is to certify that the aforementioned NFCC computation is sufficient for all the lots bid for.

Submitted By:

Name of Bidder : \_\_\_\_\_

Name of Authorized Representative : \_\_\_\_\_

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

**Price Schedule for Goods Offered from Abroad**  
*[shall be submitted with the Bid if bidder is offering goods from Abroad]*

For Goods Offered from Abroad

Name of Bidder \_\_\_\_\_ Project ID No. OGCC2024-IT-003 Page \_\_\_\_ of \_\_\_\_

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

Name: \_\_\_\_\_  
Legal Capacity: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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

**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_ Project ID No. OGCCITB-PV-2023 Page \_\_\_\_ of \_\_\_\_

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

Name: \_\_\_\_\_  
Legal Capacity: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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

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**FINANCIAL BID FORM (FORM G)**

Date: \_\_\_\_\_  
Project Identification No.: OGCC2024-IT-003

To: **GCA OWEN M. VIDAD**  
*BAC Vice Chairperson*  
Office of the Government Corporate Counsel  
3<sup>rd</sup> Floor, MWSS Building, Katipunan Ave., Quezon City

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers, if applicable]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to **SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION, TESTING AND COMMISSIONING OF STRUCTURED CABLING FOR THE NEWLY RENOVATED OGCC EXTENSION OFFICE** in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to those which are itemized herein or in the Price Schedules:

Item Number	Description	Total Bid Price
1 Lot	Supply, delivery, installation, configuration, testing and commissioning of structured cabling for the newly renovated OGCC extension office	

If our Bid is accepted, we undertake:

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

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

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

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

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

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



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

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

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

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

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

BID PRICE SCHEDULE (FORM H)

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Item Number	Description	Total Bid Price
1 Lot	Supply, delivery, installation, configuration, testing and commissioning of structured cabling for the newly renovated OGCC extension office	

Amount in words:

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

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

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

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

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