PHILIPPINE BIDDING DOCUMENTS

Upgrading UP Cebu's Attendance and Access Control Systems from Stand-alone to Interoperable Centralized Management Systems

(Rebid)

ABC = One Million Seven Hundred Seventy Four Thousand Seventy Six Pesos and Sixty Centavos (₱1,774,076.60)

Government of the Republic of the Philippines

University of the Philippines Cebu

Sixth Edition
July 2020

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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

Upgrading UP Cebu's Attendance and Access Control Systems from Stand-alone to Interoperable Centralized Management Systems (Rebid)

1. The **University of the Philippines Cebu**, through the ***GAA 2023*** intends to apply the sum of **One Million Seven Hundred Seventy Four Thousand Seventy Six Pesos and Sixty Centavos (₱1,774,076.60)** being the ABC to payments under the contract for ***Upgrading UP Cebu's Attendance and Access Control Systems from Stand-alone to Interoperable Centralized Management Systems (Rebid).*** **G-2024-001**. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

2. The ***University of the Philippines Cebu*** now invites bids for the above Procurement Project. Delivery of the Goods is required by ***March 30, 2024***. Bidders should have completed, within ***the last three 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 proprietorship, 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 the ***University of the Philippines Cebu BAC Office*** and inspect the Bidding Documents at the address given below during office hours ***8:00AM- 5:00PM.***

5. A complete set of Bidding Documents may be acquired by interested Bidders on ***January 31, 2024*** from the given address and website(s) 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 (₱5,000.00)***. The Procuring Entity shall allow the bidder to present its proof of payment for the fees ***either physically or through email to bac_sec.upcebu@up.edu.ph***

6. The *University of the Philippines Cebu* will hold a Pre-Bid Conference[1] on ***February 9, 2024, 10:00 AM*** **at** ***UP Cebu BAC Office , Ground Flr. New Science Building.*** and/or through video conferencing or webcasting ***via Zoom*** Meeting ID: 963 3834 4835 PW: UPCBACPreB , which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before ***February 23, 2024, 10:00AM***. 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.

Bid opening shall be on ***February 23, 2024, 10:00AM*** at the given address below and via ***Zoom*** Meeting ID: 983 9167 8737 PWD: UPCBACOpen

9. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

10. ***Bidders shall provide scanned copy of their bid in PDF file, in a flash drive together with the physical copy of their bids.***

11. The ***University of the Philippines Cebu*** 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.

12. For further information, please refer to:
Ginessa M. Rupinta /Danica Deiparine
BAC Secretariat
BAC Office, Room 207 Admin Bldg.
Email: bac_sec.upcebu@up.edu.ph
Tel.No.: 032 232 8187 loc 127

13. You may visit the following websites:

For downloading of Bidding Documents: *Scan QR code*

Lorel S. Dee,M.D.
BAC Chair

[January 30,2024]

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, ***University of the Philippines Cebu*** wishes to receive Bids for the ***Upgrading UP Cebu's Attendance and Access Control Systems from Stand-alone to Interoperable Centralized Management Systems (Rebid)*****,** with identification number **G-2024-001**.

The Procurement Project (referred to herein as "Project") is composed of **One (1)** item, 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 *2022* in the amount of **One Million Seven Hundred Seventy Four Thousand Seventy Six Pesos and Sixty Centavos (₱1,774,076.60)** .

2.2. The source of funding is:

NGA, the General Appropriations Act or Special Appropriations.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

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

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

For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.

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

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that:

Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through videoconferencing/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 ***the last 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.

11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

a. For Goods offered from within the Procuring Entity's country:

i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);

ii. The cost of all customs duties and sales and other taxes already paid or payable;

iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and

iv. The price of other (incidental) services, if any, listed in 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[2] 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 ***June 8,2024***. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.
The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring 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 maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.

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

19.4. The Project shall be awarded as follows:

One Project having several items that shall be awarded as one contract.

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

20. Post-Qualification

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

21. Signing of the Contract

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

a. Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.,* bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
b. Performance Security or Performance Securing Declaration, as the case may be;
c. Other contract documents that may be required by existing laws and/or specified in the **BDS**.

Section III. Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: a. **Supply and Installation of attendance and access control systems** b. completed within t**hree (3) years** prior to the deadline for the submission and receipt of bids.
7.1	***No subcontracting is allowed***.
12	The price of the Goods shall be quoted DDP *UP Cebu Gorordo Ave., Lahug Cebu City* or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: a. The amount of not less than **Thirty Five Thousand Four Hundred Eighty One Pesos and Fifty Three Centavos (₱35,481.53)**, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than **Eighty Eight Thousand Seven Hundred Three Pesos and Eighty Three Centavos (₱88,703.83)** if bid security is in Surety Bond.
19.3	*The contract shall be awarded as* ***one lot***..
20.2	***Certification that supplier is an authorized supplier/ installer of the system.***
21.2	*No additional requirements*

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 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

GCC Clause	
1	**Delivery and Documents –** 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: "The delivery terms applicable to the Contract are DDP delivered to **UP Cebu, Gorordo Ave., Lahug Cebu City** *in ac*cordance with INCOTERMS." "The delivery terms applicable to this Contract are delivered *(DDP)* ***UP Cebu, Gorordo Ave., Lahug Cebu City***. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination." Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements). For purposes of this Clause the Procuring Entity's Representative at the Project Site is ***Mr. Jonathan Victolero - Head, ITC*** ***Mr. Joseph Patrick Guieb - Head, Safety and Security Unit*** ***Ms. Grace Mendez – Head, SPMO***
	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. The outer packaging must be clearly marked on at least four (4) sides as follows: 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
	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. **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. 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.
2.2	The terms of payment shall be as follows: billing and payment may be made after delivery and acceptance
4	The inspections and tests that will be conducted are: ***product demo and test run of the system***

Section VI. Schedule of Requirements

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

Item		Qty	Total	Delivered, Weeks/ Months
1	***Upgrading UP Cebu's Attendance and Access Control Systems from Stand-alone to Interoperable Centralized Management Systems (Rebid)***	1 lot	₱1,774,076.60	30 days from receipt of NTP

Section VII Technical Specifications

Item	Specification	Statement of Compliance
A	***Upgrading UP Cebu's Attendance and Access Control Systems from Stand-alone to Interoperable Centralized Management Systems (Rebid)***	
	Refer to attached details of specifications and scope of works for complete technical specifications to be complied with.	
	Installation must be supervised by a qualified installer / engineer	
	.Bidder is required to specify the brand and model of their offer so the PE can verify compliance of the bidders offer	
	Other Requirements: 1. Supplier's after sales service warranty of one year for parts and service for the devices, to include unit replacement of devices if delivered device is found defective within seven days of delivery. 2. List of authorized service centers or service technicians that can respond to the end users' technical concerns with working contact details. 3. Complete brochure of the offered equipments 4. Manual of Operations in english must be furnished to the PE upon delivery. Equipment operation training for end user.	

UNIVERSITY OF THE PHILIPPINES
RECEIVED
JAN 29 2026
DATE

SCOPE OF WORK

Project title: Upgrading UP Cebu's Attendance and Access Control Systems from Stand-alone to Interoperable Centralized Management Systems

Approved Budget for the Contract (ABC): Php1,774,076.60

I. Overview

This Scope of Work, for the supply, delivery and installation for the upgrading of UP Cebu's Attendance and Access Control Systems from stand-alone to interoperable with related structured cabling, active components, and civil works within UP Cebu Lahug Campus, notably:

1. Supply, delivery and installation of Access Control System and Biometrics system for Time Keeping
   - 1.1. 2 units Tripod Turnstile Gate with IP-based Biometric Door control panel and MiFare Card reader
   - 1.2. 2 units IP-based Biometric Door control panel with MiFare Card Reader for the existing ZKTCo Tripod Turnstile.
   - 1.3. 2 units Electromagnetic Door Access Control System
   - 1.4. 4 units Biometrics Systems for time keeping
   - 1.5. 2 units Multi-Function Scanner/Enroller for MiFare Card and Fingerprint scanner

2. Supply, delivery and Installation of Active Components
   - 2.1. 1 lot Mid-range Server hardware including software licenses and training
   - 2.2. 1 unit 16-port managed switch POE with accessories
   - 2.3. 1 unit 650VA uninterruptible power supply

3. Supply, delivery and installation of wall mounted network cabinet
   - 3.1. 1 unit Network Cabinet with Fan, PDU

This shall include the supply, installation, implementation, testing, and commissioning of the access control systems, electromagnetic door access, biometric systems for time keeping, uninterruptible power supply, rechargeable batteries, wall mount network cabinet, brackets, cabling, electrical provisioning, grounding/earthing, re-installation of glass sliding door, server provisioning, active directory training, user's training for access control management systems as well as trenching, chipping, restoration or other works necessary to undertake and complete the installation to the satisfaction of the End-User.

II. Breakdown of Required Materials & Labor

1. Access Control and Biometric Systems

1.1. Tripod Turnstile Gate

- 1.1.1. Count: 2 units
- 1.1.2. Location: Lahug Campus
- 1.1.3. Features / inclusions:

1.1.3.1. 1 x IP-based Biometric Door control panel
- 1.1.3.1.1. 2 Doors controller
- 1.1.3.1.2. Reader supported (4 x RS-485 Reader, 4 x 26/34-bit Wiegand Reader)
- 1.1.3.1.3. Number of Inputs (2 Exit Device, 2 Door Status, 2 AUX)
- 1.1.3.1.4. Card holder capacity 30,000
- 1.1.3.1.5. FP Capacity 3,000
- 1.1.3.1.6. Logs Capacity 100,000
- 1.1.3.1.7. Communication Type - TCP/IP, RS-485
- 1.1.3.1.8. 32-bit 400MHz CPU
- 1.1.3.1.9. At least 23M RAM
- 1.1.3.1.10. At least 128M Flash Memory
- 1.1.3.1.11. Power 9.6V to 14.4V DC

1.1.3.2. 1 x MiFare card reader
- Read Range up to 5cm
- Reading time less than 300ms
- Power DC 6-14V
- Output Card Format 34 bit Wiegand
- Output pin format 8 bits
- LED indicator (Red and Green)
- Black colour
- With Beeper
- ABS+PC with texture material
- IP65

1.1.3.3. made of SUS304 stainless steel
1.1.3.4. electromechanics drive
1.1.3.5. AC110V/220V,50/60Hz power requirements
1.1.3.6. Outdoor working environment
1.1.3.7. LED indicators
1.1.3.8. Rotational barrier movement
1.1.3.9. Mean cycles between failure (MCBF) is 1 million
1.1.3.10. Dimension is at least (L)520x(W)310x(H)1010
1.1.3.11. includes device license for Sentry access management software
1.1.3.12. includes installation, electrical provisioning and LAN cabling
1.1.3.13. MiFare Card Reader must be able to read the existing UP Cebu MiFare Identification Card (provided by MAYA)
1.1.3.14. Warranty: 1 year warranty on Parts and Service.
15 days Direct Replacement
1.1.3.15. Warranty: Covers hardware components and it's parts or accessories in its normal usage except relocation and upgrading

1.2. IP-based Biometric Door control panel with MiFare Card Reader

1.2.1. Count: 2 units
1.2.2. Location: Lahug Campus
1.2.3. Features/inclusions:
- 1.2.3.1. 2 Doors controller

1.2.3.2. Reader supported (4 x RS-485 Reader, 4 x 26/34-bit wiegand Reader)
1.2.3.3. Number of Inputs (2 Exit Device, 2 Door Status, 2 AUX)
1.2.3.4. Card holder capacity 30,000
1.2.3.5. FP Capacity 3,000
1.2.3.6. Logs Capacity 100,000
1.2.3.7. Communication Type - TCP/IP, RS-485
1.2.3.8. 32 bit 400MHz CPU
1.2.3.9. At Least 23M RAM
1.2.3.10. At Least 128M Flash Memory
1.2.3.11. Power 9.6V to 14.4V DC
1.2.3.12. includes device license for Sentry access management software
1.2.3.13. 1 x MiFare card reader

- Read Range up to 5 cm
- Reading time less than 300ms
- Power DC 6-14V
- Output Card Format 34bit weigand
- Output pin format 8 bits
- LED indicator (Red and Green)
- Black colour
- With Beeper
- ABS+PC with texture material
- IP65

1.2.3.14. MiFare Card Reader must be able to read the existing UP Cebu MiFare Identification Card (provided by MAYA
1.2.3.15. Includes installation and configuration to existing UP Cebu ZKTCo Tripod Turnstile

1.2.4. Warranty:
1.2.4.1. 1 year warranty for parts and repair
1.2.4.2. 15 days unit replacement
1.2.4.3. Covers hardware components and it's parts or accessories in its normal usage except relocation and upgrading

1.3. Electromagnetic Door Access Control System

1.3.1. Count: 2 units
1.3.2. Location: Lahug Campus
1.3.3. Features/Inclusions:
1.3.3.1. 1 x IP-based Biometric Door control panel

- 2 Doors controller
- Reader supported (4 x RS-485 Reader, 4 x 26/34-bit Wiegand Reader)
- Number of Inputs (2 Exit Device, 2 Door Status, 2 AUX)
- Card holder capacity 30,000
- FP Capacity 3,000
- Logs Capacity 100,000
- Communication Type - TCP/IP, RS-485
- 32 bit 400MHz CPU
- At Least 23M RAM

- At Least 128M Flash Memory
- Power 9.6V to 14.4V DC

1.3.3.2. 2 x Fingerprint reader with MiFare Card Module

- CPU 324 MHz
- RS485 communication
- With MiFare Card Module and Reader
- 12V DC
- IP65
- must be able to read the existing UP Cebu MiFare Identification Card (provided by MAYA)

1.3.3.3. Electromagnetic Lock with holding force of 600lbs

1.3.3.4. L and Z bracket for EM lock

1.3.3.5. 12v-7AH Rechargeable sealed battery

1.3.3.6. Power supply regulator

1.3.3.7. Emergency break glass

1.3.3.8. Weather Proof enclosure – NEMA 3R

1.3.3.9. includes device license for Sentry access management software

1.3.3.10. includes installation, electrical provisioning and LAN cabling

1.3.3.11. includes re-installation of existing glass sliding door

1.3.4. Warranty:

1.3.4.1. 1 year warranty for parts and repair

1.3.4.2. 15 days unit replacement

1.3.4.3. Covers hardware components and it's parts or accessories in its normal usage except relocation and upgrading

1.4. Biometric System for Time Keeping

1.4.1. Count: 4 units

1.4.2. Location: Lahug Campus

1.4.3. Features/Inclusions:

1.4.3.1. Fingerprint capacity 10,000

1.4.3.2. User capacity 10,000

1.4.3.3. Records capacity 100,000

1.4.3.4. Display 3 inches TFT Screen

1.4.3.5. Communication TCP/IP, USB

1.4.3.6. Access Control Interface: Electric Lock, Door Sensor, Exit button, Alarm, and DoorBell

1.4.3.7. Wiegand Input / Output

1.4.3.8. Additional Function MiFare Card Reader

1.4.3.9. includes device license for Sentry access management software

1.4.3.10. includes installation, electrical provisioning and LAN cabling

1.4.4. Warranty:

1.4.4.1. 1 year warranty for parts and repair

1.4.4.2. 15 days unit replacement
1.4.4.3. Warranty: Covers hardware components and it's parts or accessories in its normal usage except relocation and upgrading

1.5. Multi-Function Scanner for MiFare Card and Fingerprint scanner/enroller

1.5.1. Count: 2 units
1.5.2. Location: Lahug Campus
1.5.3. Features:
1.5.3.1. USB 2.0/USB1.1/USB1.0 communication
1.5.3.2. USB Type A Interface Socket
1.5.3.3. At least 120MHz DSP CPU
1.5.3.4. At least 16KB RAM
1.5.3.5. 125KHz EM & 13.56MHZ MiFare Reader
1.5.3.6. 500 dpi Image Resolution
1.5.3.7. OS Compatible: Windows 10 & 11 (64-bit)
1.5.3.8. 5V USB Powered
1.5.3.9. Must be able to read the UP Cebu issued ID (MAYA)
1.5.4. Warranty:
1.5.4.1. 1 year warranty for parts and repair
1.5.4.2. 15 days unit replacement
1.5.4.3. Warranty: Covers hardware components and it's parts or accessories in its normal usage

2. Active Components

2.1. Mid-range Enterprise Server for Virtualization and Database

2.1.1. Count: 1 lot
2.1.2. Location: Lahug Campus
2.1.3. Features / Inclusions:
2.1.3.1. CPU: 1 x Intel Xeon Silver 4310 12-Core 2.1 GHz, upgradable up to two CPU
2.1.3.2. RAM: 32GB RDIMM 2R 2933 MT/s
2.1.3.3. RAID support: 1, 0
2.1.3.4. Storage: 2 x 300GB SAS 16G Mission Critical 15K SFF
2 x 1.2TB SAS 12G Mission Critical 15K SFF
2.1.3.5. 2-port 10GB SFP+ Ethernet; 4-port 1Gb Ethernet
2.1.3.6. 2 x 10GB SFP+ SR Transceiver – same brand as server
2.1.3.7. 800W Redundant power supply and fans
2.1.3.8. 2U form factor Rack-Mounted
2.1.3.9. Web-based management
2.1.3.10. Includes one (1) Windows Server 2022 Standard – 16 core license pack
2.1.3.11. Includes one (1) Microsoft SQL Server 2022 Standard
2.1.3.12. Includes Active Directory training (Operational) for ITC (3 staff) by Microsoft

Certified Trainer (with Active Certification)

2.1.3.13. Includes server provisioning (Hardware, OS, SQL, AD)

2.1.3.13.1. Setup and configuration of Windows Server OS, SQL and Sentry access management software

2.1.3.13.2. Setup and configuration of Active Directory Services

2.1.3.13.2.1. Initial setup and configurations of AD users, Groups, GPO, Permissions, Shared Folder

2.1.4. Warranty:

2.1.4.1. 3-year parts, 3-year service, 3-year onsite support with next business day response

2.2. Managed Gigabit Switch

2.2.1. Count: 1 unit

2.2.2. Location: Lahug Campus

2.2.3. Features / inclusions:

2.2.3.1. 16-port managed Gigabit switch

2.2.3.2. 36 Gb/s Switch Capacity

2.2.3.3. 2 x SFP Ports

2.2.3.4. 16 x 10/100/1000 Mb/s Gigabit Ethernet (RJ45) PoE+

2.2.3.5. 16 PoE ports with 120W total power budget

2.2.3.6. rack mountable

2.2.3.7. Warranty: 3-year hardware supports (replacement), firmware updates, configuration

2.3. Uninterruptible Power Supply

2.3.1. Count: 1 unit

2.3.2. Location: Lahug Campus

2.3.3. Features:

2.3.3.1. At least 625 VA

2.3.3.2. 230V Input 230V output

2.3.3.3. With Surge Protector outlets

2.3.3.4. At least with two Universal sockets

2.3.4. Warranty:

2.3.4.1. 1 year warranty on Hardware

2.3.4.2. 1 year warranty on Batteries

3. Network Cabinet – Wall Mounted

3.1. 1 – foot Network Cabinet

3.1.1. Count: 1 unit

3.1.2. Location: Lahug Campus (High School Guard)

3.1.3. Features / Inclusions:

3.1.3.1. Detachable sides and flexi-glass door
3.1.3.2. PDU 16A, Exhaust Fans(min 2)
3.1.3.3. 1 x 1U Horizontal Cable Manager
3.1.3.4. Dimension(WxDxH): 24'x19'x12'

4. Structured Cabling, Horizontal

4.1. Indoor copper cables shall conform to ANSI/TIA/EIA-568-B Commercial Building Telecommunications Cabling Standard and ISO/IEC 11801 (International) Generic Cabling for Customer Premises standard.

4.2. All cables shall be GIGABIT ETHERNET PERFORMANCE Cat6 cable. Enhanced with a 550 MHz bandwidth capacity to provide plenty of headroom for 10 Gig networks; Supports high-speed and high-bandwidth, IP camera, audio/video, and security network cable applications. Equip your network for 10-Gigabit Ethernet with backwards compatibility to 10/100/1000 Ethernet

5. Roughing-ins (if applicable)

5.1. Conduits: available in ½, ¾, 1 diameter PVC Electrical Pipes, depending on number of cables, PVC moldings for indoor

5.2. Fittings: to match conduit and material, corner sweeps should use a long radius elbow.

5.3. PVC junction box

5.4. Outdoor Metal box with Cover

5.4.1. For Wall(Guard House): gauge # 14, powder-coated, gray in color

6. Labor

6.1. Cable Laying and Pulling

6.2. Cat6 end-to-end Termination

6.3. Installation of Network cabinet.

6.4. Installation and Roughing-ins of pipes, clips, etc.

6.5. Installations of Turnstile Gate, Biometrics access control systems and other related hardware and software systems.

6.6. Server provisioning and AD Training.

6.7. End-user Training

6.8. Civil works include trenching, chipping, masonry, painting and restoration.

6.9. Electrical provisioning

6.10. Testing and Documentation

7. Codes and Standards

7.1. Work shall be according to the latest Philippine Electronics Code, Philippine Electric Code, Plumbing Code, National Structural Code of the Philippines, Fire Code of the Philippines, the National Building Code and the "Compilation of Building Telecommunication Cabling Systems for Philippine Standards by BICSP".

7.2. Minimum technical standards shall adhere to, but are not limited to the following standards:

7.2.1. Cabling and Components:

7.2.1.1. ANSI/TIA/EIA-568-C.0, Generic Telecommunications Cabling for Customer Premises

7.2.1.2. ANSI/TIA/EIA-568-C.1, Commercial Building Telecommunications Cabling Standard

7.2.2. Telecommunication Pathways

7.2.2.1. ANSI/TIA/EIA-568-B, Commercial Building Standard for Telecommunications Pathways and Spaces

7.2.3. Grounding and Bonding

7.2.3.1. Philippine Electrical Code

7.2.3.2. ANSI J/STD-607-A-2002, Commercial Building Grounding (Earthing) and Bonding Requirements for Telecommunications

7.2.4. Administration and Labeling

7.2.4.1. ANSI/TIA/EIA-606A-2002, Administration Standard for Commercial Telecommunications Infrastructure

III. Administration

1. Setup and Implementation:

1.1. Contractor shall perform all items of work under the scope of work; all equipment, labor, machinery, materials, tools, supplies, transportation and incidental expenses necessary to prosecute the work to completion shall be shouldered by the Contractor.

1.2. Safety Measures: contractors are required to install warning signs and barricades for the safety of the general public. All workers shall wear the necessary safety devices to ensure safety and proper identification throughout the project.

1.3. Identification and campus ingress/egress: contractors are required to submit the list of the names of their workers, machinery and vehicles that will be entering campus premises to the Safety and Security Unit and Information Technology Center.

1.4. Cable Slack: sufficient cable slack should be provided on both ends. The slack should be neatly organized and stored in an extended loop. Labeling: All cables and hardware shall be identified and properly labeled using machine- printed labels wrapped with transparent tape especially the patch cables.

1.5. Any Trenching work must comply with the Office of the Campus Architect guidelines.

2. Monitoring and Evaluation:

2.1. Prior to implementation, the contractor shall submit a GANTT chart stipulating project schedules and milestones.

2.2. The contractor shall provide access to an online monitoring system to the project management team.

2.3. The contractor shall provide biweekly updates through the online monitoring system.

2.4. For 10% slippage, the contractor shall provide justification and corrective action for each activity.

3. Submittals:

3.1. Pre-implementation

3.1.1. Site Map of Access Control Systems and Biometrics Systems location

3.1.2. Technical data of system components

3.2. Post-implementation

3.2.1. Operation Manual

3.2.2. FOC Test Results using OTDR

3.2.3. Licenses

3.2.4. Microsoft Active Directory Training Certificates signed by Microsoft Certified Trainer.

Prepared By:

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Endorsed by:

Dr. HAZEL A. TRAPERO
Vice Chancellor for Administration

Approved by:

Atty. LEO B. MALAGAR, LL.M.
Chancellor

Section VIII. 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; **and**

☐ (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; **and**

☐ (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; **and**

☐ (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**

☐ (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

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

Class "B" Documents

☐ (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; **and**

☐ (j) Original of duly signed and accomplished Price Schedule(s).

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.

Bid Securing Declaration Form

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

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

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

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.

2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f),of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.

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

    a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
    b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
    c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

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

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

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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

AFFIDAVIT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

   a. Carefully examining all of the Bidding Documents;
   b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
   c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
   d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

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

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

Bid Form for the Procurement of Goods

[shall be submitted with the Bid]

BID FORM

Date : _____
Project Identification No. : _____

To: [name and address of Procuring Entity]

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

If our Bid is accepted, we undertake:

a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);

b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;

c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:
Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Currency	Amount and Purpose of Commission or gratuity

(if none, state "None") *]*

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

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

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

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

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

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

Price Schedule for Goods Offered from Within the Philippines

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

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No._____ Page ___of___

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

Name: _____

Legal Capacity: _____

Signature: _____

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

Price Schedule for Goods Offered from Abroad

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

For Goods Offered from Abroad

Name of Bidder _____ Project ID No._____ Page ___ of ___

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

Name: _____

Legal Capacity: _____

Signature: _____

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

Republic of the Philippines
gppb
Government Procurement Policy Board