

PHILIPPINE BIDDING DOCUMENTS

Purchase and Delivery of 45 units Desktop and 136 units Laptop

Total Approved Budget for the Contract (ABC): PHP20,779,000.00

ABC FOR DESKTOP : PHP5,467,000.00

ABC FOR LAPTOP : PHP15,312,000.00

Reference No.: PRA-BAC-ITB-2025-005

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

Table of Contents

Glossary of Acronyms, Terms, and Abbreviations	4
Section I. Invitation to Bid.....	7
Section II. Instructions to Bidders.....	10
1. Scope of Bid	11
2. Funding Information.....	11
3. Bidding Requirements	11
4. Corrupt, Fraudulent, Collusive, and Coercive Practices.....	11
5. Eligible Bidders.....	11
6. Origin of Goods	13
7. Subcontracts	13
8. Pre-Bid Conference	13
9. Clarification and Amendment of Bidding Documents	13
10. Documents comprising the Bid: Eligibility and Technical Components	13
11. Documents comprising the Bid: Financial Component	14
12. Bid Prices	14
13. Bid and Payment Currencies	15
14. Bid Security	15
15. Sealing and Marking of Bids	16
16. Deadline for Submission of Bids	16
17. Opening and Preliminary Examination of Bids	16
18. Domestic Preference	17
19. Detailed Evaluation and Comparison of Bids	17
20. Post-Qualification	18
21. Signing of the Contract	18
Section III. Bid Data Sheet	20
Section IV. General Conditions of Contract	22
1. Scope of Contract	23
2. Advance Payment and Terms of Payment	23
3. Performance Security	23
4. Inspection and Tests	23
5. Warranty	24
6. Liability of the Supplier	24
Section V. Special Conditions of Contract	25
Section VI. Schedule of Requirements	30
Section VII. Technical Specifications	32
Section VIII. Checklist of Technical and Financial Documents	36

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.

Philippine Retirement Authority

INVITATION TO BID FOR THE PROCUREMENT OF 45 UNITS DESKTOP AND 136 UNITS LAPTOP

1. The Philippine Retirement Authority, through the 2025 Corporate Operating Budget under the CAPEX intends to apply the sum of Twenty Million Seven Hundred Seventy-Nine Thousand Pesos (Php20,779,000.00) being the ABC to payments under the contract for Procurement of 45 units Desktop and 136 units Laptop with Reference No.: PRA-BAC-ITB-2025-005. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Select this for lot-procurement:

The Philippine Retirement Authority, through the 2025 Corporate Operating Budget under the MOOE intends to apply the sum of Twenty Million Seven Hundred Seventy-Nine Thousand Pesos (Php20,779,000.00), for the Procurement of 45 units Desktop and 136 units Laptop with Reference No.: PRA-BAC-ITB-2025-005 being the ABC to payments under the contract for each lot. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

2. The Philippine Retirement Authority now invites bids for the above Procurement Project. Delivery of the Goods is required not later than 45 to 60 working days upon receipt of Notice to Proceed (NTP). Bidders should have completed, within at least 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.
 - a. 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 Philippine Retirement Authority and inspect the Bidding Documents at the address given below, during office hours, 7:00AM – 4:00PM.
5. A complete set of Bidding Documents may be acquired by interested Bidders on June 10 - 30, 2025 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 Twenty-Five Thousand Pesos (Php25,000.00). The

Procuring Entity shall allow the bidder to present its proof of payment for the fees in person (by providing a copy of the receipt).

6. The Philippine Retirement Authority will hold a Pre-Bid Conference¹ on June 18, 2025 @10:00AM at the PRA Multi-Purpose Room, 29th Flr BDO Towers Valero (formerly Citibank Tower), Paseo De Roxas, Makati City, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission on or before June 30, 2025 at 12:00NN at the office address indicated below. 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 June 30, 2025 @ 01:00PM at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. *[Insert such other necessary information deemed relevant by the Procuring Entity such as the use of a back-up data or cloud storage for large files uploaded for online bid submissions]*
11. The Philippine Retirement Authority 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:

RUBY D. ABRIOL

BAC Secretariat, Member
29th Flr BDO Towers Valero (formerly Citibank Tower)
Paseo De Roxas, Makati City
ruby.abriol@pra.gov.ph
Telephone No. +63 8481412 local 2017

13. You may visit the following websites:

For downloading of Bidding Documents: www.pra.gov.ph

June 5, 2025


Atty. MARIA MILAGROS R. LISACA
Deputy General Manager/BAC Chairperson

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Procuring Entity, Philippine Retirement Authority wishes to receive Bids for the Procurement of 45 units Desktop and 136 units Laptop, with identification number PRA-BAC-ITB-2025-005.

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 2025 Corporate Operating Budget under the CAPEX in the amount of Twenty Million Seven Hundred Seventy-Nine Thousand Pesos (Php20,779,000.00).

2.2. The source of funding is:

- a. GOCC and GFIs, the Corporate Operating Budget.

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. *[Select one, delete other/s]*

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

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

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

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

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that:

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

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time at its physical address, PRA Multi-Purpose Room, 29th Flr BDO Towers Valero (formerly Citibank Tower) Paseo De Roxas, Makati City on June 18, 2025 @ 10:00AM, 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 at least 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.
- 11.5. *[Include if Framework Agreement will be used:]* Financial proposals for single or multi-year Framework Agreement shall be submitted before the deadline of submission of bids as prescribed in the **IB**. For multi-year Framework Agreement, evaluation of the financial proposal during this stage is for purposes of determining eligibility and whether or not such financial proposal is within the ABC.

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**.

12.2. *[Include if Framework Agreement will be used:]* For Framework Agreement, the following should also apply in addition to Clause 12.1:

- a. For a single year Framework Agreement, the prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.
- b. For a multi-year Framework Agreement, the prices quoted by the Bidder during submission of eligibility documents shall be the ceiling and the price quoted during mini-competition must not exceed the initial price offer. The price quoted during call for mini-competition shall be fixed during the Bidder's performance of that Call-off and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.

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:

- a. Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration² 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**.

² 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.

- 14.2. The Bid and bid security shall be valid until October 28, 2025. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 14.3. *[Include if Framework Agreement will be used:]* In the case of Framework Agreement, other than the grounds for forfeiture under the 2016 revised IRR, the bid security may also be forfeited if the successful bidder fails to sign the Framework Agreement, or fails to furnish the performance security or performance securing declaration. Without prejudice on its forfeiture, bid securities shall be returned only after the posting of performance security or performance securing declaration, as the case may be, by the winning Bidder or compliant Bidders and the signing of the Framework Agreement.

15. Sealing and Marking of Bids

Each Bidder shall submit one (1) original copy and two (2) photocopies 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**.
- 16.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, the submission of bids shall be for the initial evaluation of their technical and financial eligibility. Thereafter, those declared eligible during the said initial eligibility evaluation and entered into a Framework Agreement with the Procuring Entity shall submit anew their best financial offer at the address and on or before the date and time indicated in the Call for each mini-competition.

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.
- 18.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, determination of margin of preference shall be conducted every call for Mini-Competition.

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.

[Include the following options if Framework Agreement will be used:]

- a. In the case of single-year Framework Agreement, the Lowest Calculated Bid shall be determined outright after the detailed evaluation;
- b. For multi-year Framework Agreement, the determination of the eligibility and the compliance of bidders with the technical and financial aspects of the projects shall be initially made by the BAC, in accordance with Item 7.4.2 of the Guidelines on the Use of Framework Agreement.
- 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:
- Option 1 – 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

- 20.1. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and shall be issued by HoPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.
- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, 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**.

[Include the following clauses if Framework Agreement will be used:]

- 21.2. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Framework Agreement Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 21.3. Within ten (10) calendar days from receipt of the Notice to Execute Framework Agreement with the Procuring Entity, the successful Bidder or its duly authorized representative shall formally enter into a Framework Agreement with the procuring entity for an amount of One Peso to be paid to the procuring entity as a consideration for the option granted by the procuring entity to procure the items in the Framework Agreement List when the need arises.
- 21.4. The Procuring Entity shall enter into a Framework Agreement with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.

- 21.5. The following documents shall form part of the Framework Agreement:
- a. Framework Agreement Form;
 - b. Bidding Documents;
 - c. Call-offs;
 - d. Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.*, bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
 - e. Performance Security or Performance Securing Declaration, as the case may be;
 - f. Notice to Execute Framework Agreement; and
 - g. Other contract documents that may be required by existing laws and/or specified in the **BDS**.

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

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"> a. The bidder must have completed a single contract that is similar to this project, equivalent to at least fifty percent (50%) of the ABC. b. completed within atleast three (3) years prior to the deadline for the submission and receipt of bids.
7.1	<i>[Specify the portions of Goods to be subcontracted, which shall not be a significant or material component of the Project as determined by the Procuring Entity.]</i>
12	The price of the Goods shall be quoted DDP <i>[state place of destination]</i> 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"> a. The amount of not less than Php415,580.00, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Php1,038,950.00 if bid security is in Surety Bond.
19.3	<p><i>[In case the Project will be awarded by lot, list the grouping of lots by specifying the group title, items, and the quantity for every identified lot, and the corresponding ABC for each lot.]</i></p> <p><i>[In case the project will be awarded by item, list each item indicating its quantity and ABC.]</i></p>
20.2	Certificate of Distributorship/Dealership/Resellers or Professional Partnership with the distributor/manufacturer of the brand being offered.
21.2	<i>[List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.]</i>

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special 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 *{[Include if Framework Agreement will be used:]* or Framework Agreement} 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

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. 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 <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and

- 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.
- f. *[Specify additional incidental service requirements, as needed.]*

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.

Spare Parts –

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

Select appropriate requirements and delete the rest.

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
2. in the event of termination of production of the spare parts:
 - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
 - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the costs thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of *[indicate here the time period specified. If not used indicate a time period of three times the warranty period]*.

Spare parts or components shall be supplied as promptly as possible, but in any case, within *[insert appropriate time period]* months of placing the order.

	<p>Packaging –</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>Transportation –</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 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>Intellectual Property Rights –</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>Regular and Recurring Services –</p> <p><i>[In case of contracts for regular and recurring services, state:]</i> “The contract for regular and recurring services shall be subject to a renewal whereby the performance evaluation of the service provider shall be conducted in accordance with Section VII. Technical specifications.”</p>
2.2	<p><i>[If partial payment is allowed, state]</i> “The terms of payment shall be as follows: _____.”</p>
4	<p>The inspections and tests that will be conducted are: <i>[Indicate the applicable inspections and tests]</i></p>

[Use this form for Framework Agreement:]

Framework Agreement List

Limited to repeatedly required goods and services that are identified to be necessary and desirable, but, by its nature, use or characteristic, the quantity and/ or exact time of need cannot be accurately pre-determined and are not advisable to be carried in stock.

Prepared by the End-User, attached to the APP and submitted to the BAC for the approval of the HOPE.

FRAMEWORK AGREEMENT LIST (AGENCY)			
<i>Item / Service Type and nature of each item/service</i>	<i>Cost per item or service</i>	<i>Maximum Quantity</i>	<i>Total Cost per Item</i>
<i>TOTAL (Approved Budget for the Contract)</i>			
<i>Expected delivery timeframe after receipt of a Call-Off.</i>	<i>Within [no. of days] calendar days upon issuance of Call-off.</i>		
<i>Remarks</i>	<i>Indicate here any other appropriate information as may be necessary.</i>		
<i>SIGNATURE OVER PRINTED NAME</i>	<i>POSITION</i>	<i>DEPARTMENT/DIVISION</i>	

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words "*or at least equivalent.*" References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

In case of Renewal of Regular and Recurring Services, the Procuring Entity must indicate here the technical requirements for the service provider, which must include the set criteria in the conduct of its performance evaluation.

Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>



PHILIPPINE RETIREMENT AUTHORITY
TERMS OF REFERENCE
DESKTOP & LAPTOP COMPUTERS
(IT Equipment)

A. BACKGROUND

The Philippine Retirement Authority's head office is located on the 29th floor of the BDO Towers in Paseo De Roxas Makati City and has 4 satellite offices located in Baguio, Clark-Subic, Cebu and Davao. PRA has

- o Total No. of Employees:

92 (Plantilla)	101 (Job Order)
-----------------------	------------------------

- Approved full personnel: 99 (Rationalization Plan), includes 3 positions from Procurement Division

- o No. of Regional /Extension Offices: 4 – local satellite offices

Baguio (PRA Northern Luzon)	Cebu (PRA Visayas)	Palawan (proposed)
Clark-Subic (PRA Central Luzon)	Davao (PRA Mindanao)	Boracay (proposed)

In compliance with PCW, NEDA and DBM Joint Circular No. 2012-01 and recognition of the country's initiative for a gender-responsive governance, below is the number and gender details of employees;

Status of employment	Head Office		
	Male	Female	Total Head Office EEs
Regular	35	57	92
Contractual	0	0	0
Job Order	51	50	101
Project Hire	0	0	0
Others (pls. specify)	0	0	0
Total EEs by Gender	86	107	193

Sex Disaggregated data of Regional Satellite Offices

Status of employment	Regional Satellite Offices								Total EEs
	Baguio		Clark-Subic		Cebu		Davao		
	M	F	M	F	M	F	M	F	
Regular	1	0	0	2	0	2	1	1	7
Contractual	0	0	0	0	0	0	0	0	0
Job Order	2	0	2	0	0	2	1	0	7
Project Hire	0	0	0	0	0	0	0	0	0
Others (pls. specify)									
Total EEs by Gender	3	0	2	2	0	4	2	1	14

As a general principle PRA observes a 1:1 computer to employee density ratio.

Presently, all IT equipment are facing performance issues due to wear and tear, like any other machinery. Additionally, software-related problems, such as registry errors and outdated hardware and software, are contributing to the issue. Some of the equipment is malfunctioning but is still in use due to the limited number of computers.

Originally part of the ICTD plans and programs for FY 2024, it is now a major portion of the plans and programs for FY 2025, Philippine Retirement Authority thru the ICT Division will procure new laptops and desktops computers. This is crucial to address the current problems posed by aging and out of warranty computers.

It is essential that all personnel have access to the latest and efficient laptops and desktops to perform their tasks and deliver the timely results. This will also improve work satisfaction by providing them with the right and new laptops and desktops.

To illustrate how old, the currently in use laptops and desktops are, below is a list of acquisition date of these IT equipment:

No.	ACQUISITION DATE	ITEM
1	23 August 2013	Redfox Desktop
2	28 August 2014	Acer Veriton VS6630G
3	22 July 2016	Asus X550zE
4	23 January 2018	Acer TMP259
5	4 December 2018	Acer Veriton M4660G

PROJECT ESTIMATES

1. Approved Budget: Php 20,779,000.00

Desktop	45 units	Php 5,467,000.00
Laptop	136 units	Php15,312,000
	Total	20,779,000

2. Source of Fund

The ABC authorized for this procurement project shall be sourced from the approved FY 2025, corporate operating budget of the Authority.

B. TECHNICAL REQUIREMENTS

All technical specifications indicated herein are minimum description. Interested suppliers are encouraged to offer higher specs and features provided the cost will not go beyond the authorized budget. This is maximizing the potential of the budget and provide the best equipment;

- a. Applicable IPV6 – compliance on all applicable ICT equipment;
- b. 8x5 technical support must be extended to cover hardware malfunction and other related concerns. Preferred response time must be reasonably immediate;

1. Developer Desktop	23 Units
<p><u>Description:</u> A developer PC, often referred to as a development workstation or simply a dev machine, is a computer system optimized for software development tasks. These machines typically have hardware specifications tailored to the demands of coding, compiling, debugging, and testing software applications. Key features of a developer PC may include:</p> <ul style="list-style-type: none"> • High-performance CPU: Developers often need fast processors to compile code quickly and efficiently. • Sufficient RAM: Running multiple development tools and environments simultaneously requires ample memory to avoid slowdowns. • Fast Storage: SSDs (Solid State Drives) are preferred over HDDs (Hard Disk Drives) for quicker boot times, faster file access, and improved overall system responsiveness. • Operating System: Developer PCs often run operating systems like Windows, macOS, or Linux, depending on the preferences and requirements of the developer and the target platform of their projects. • Development Software: Pre-installed or readily available development tools and environments such as IDEs (Integrated Development Environments), compilers, debuggers, and version control systems are typically included. 	

- Customizability: Developer PCs are often highly customizable, allowing developers to tailor the hardware and software to their specific needs and preferences.

Overall, a developer PC is designed to provide a smooth and efficient environment for coding, testing, and deploying software applications.

Distribution of 23-unit developer desktops

ICT Division	18 units	Breakdown:	
		9 units	ICT Division
		1 unit	Biometrics (Head Office)
		1 unit	Biometrics (Baguio S.O.)
		1 unit	Biometrics (Clark-Subic S.O.)
		1 unit	Biometrics (Cebu S.O.)
		1 unit	Biometrics (Davao S.O.)
		1 unit	CCTV (Baguio S.O.)
		1 unit	CCTV (Clark-Subic S.O.)
		1 unit	CCTV (Davao S.O.)
Ads. and Promo Division	1 unit	<ul style="list-style-type: none"> • Graphics and video editing 	
Cross-Agency Project	4 units	Bureau of Immigration – PRA Data Sharing Agreement Project	
TOTAL	23 Units		

Minimum Specifications:

Processor	Intel Core i7 – 13 th GEN
Screen Display	27", Flat, 2k Resolution (WQHD)
Graphics	12GB GDDR6 with 4K resolution
Storage	1TB 2.5 SATA SSD, 1TB M.2 NVMe SSD
RAM	16GBx2 DDR5, with 4 slots
Network Connectivity	LAN, WIFI, Bluetooth
Interfaces / Ports	Supports HDMI 2.1, USB 3.2, Type C, Headphone 3.5mm
Power Supply	750 Watts power supply
Audio	HD Audio, Speakers
Operating System	Windows 11 Professional 64 bit
Peripherals	Wireless mouse, Keyboard, and UPS (Uninterrupted Power Supply)
Security	TPM 2.0 TCG Certified, FIPS 140-2 certified Kensington Security slot, chassis intrusion switch
Bios Security	Administrator Password, power-on password, Hard disk password. Self-healing Bios, UEFI-Secure Boot
Green Certification	Rohs Compliant, TCO Certified 9.0, Energy Star 8.0, Epeat

2. Business Desktop	22 units
<p>Description: A business desktop refers to a computer system specifically designed for use in a professional or corporate environment. These desktops are optimized for productivity, reliability and security, catering to the needs of businesses and organizations. They typically feature robust hardware components, such as faster processors, ample RAM, and sufficient storage space to handle demanding tasks. Business desktops often come preloaded with productivity software suites, security features and management tools for business use. Additionally, may offer enterprise-level support and services to ensure smooth operation and minimize downtime for business users.</p> <ol style="list-style-type: none"> 1. Performance and Reliability: Business desktops are built with higher-quality components compared to consumer-grade computers. This ensures better performance and reliability, which are crucial for handling demanding business applications and workflows without slowdowns or system failures. 2. Security Features: Security is a top priority for businesses, so business desktops often come equipped with advanced security features. These may include hardware-level security features like Trusted Platform Module (TPM) for data encryption, biometric authentication options, secure boot mechanisms and advanced, malware protection. 3. Manageability: Business often deploy a large number of desktops across their organization, so manageability is essential. Business desktops typically come with management features that allow IT administrators to remotely monitor, manage, and update multiple systems efficiently. This includes centralized deployment of software updates, security patches and configuration changes. 4. Longevity and Lifecycle: Business desktops are designed with a longer lifecycle in mind compared to consumer-grade computers. This means they are built to withstand heavy usage over several years without needing frequent upgrades or replacements. Additionally, they often have extended warranties and support options to ensure continued operation and maintenance. 5. Customization Options: Business desktops may offer customization options to meet the specific needs of different departments or roles within an organization. This could include options for different form factors (such as towers, small form factor PCs, or all-in-one computers), expansion capabilities for additional hardware components, and compatibility with specialized accessories. 6. Compatibility and Integration: Business desktops are designed to work seamlessly with other business technology infrastructure, such as servers, networking equipment, and enterprise software systems. They typically have robust compatibility with a wide range of business applications and peripherals, ensuring smooth integration into existing IT environments. 7. Support and Service: Business desktops often come with dedicated support and service options tailored for business customers. This may include priority support channels, extended service contracts, on-site repair services, and access to enterprise-level technical support resources. 	

Distribution of 22-unit business desktops

Office of the General Manager	1 unit 1 unit	<ul style="list-style-type: none"> • Interpol • Marketer's Accreditation
Resident Retiree Servicing Department	7 units 2 units 1 unit	<ul style="list-style-type: none"> • Processing Division <ul style="list-style-type: none"> ○ 1 unit for SRRV ID Sticker (Processing) ○ 1 unit for SRRV ID Card Production ○ 5 units for staff • Servicing Division <ul style="list-style-type: none"> ○ 1 unit for SRRV ID Sticker (re-stamping) ○ 1 unit for SRRV ID Card Renewal • Cebu Satellite Office
Marketing Department	2 units	<ul style="list-style-type: none"> • Ads and Promo
Admin. and Financial Services Department	5 units 3 units	<ul style="list-style-type: none"> • Admin. Support Division • Finance Management Division
TOTAL	22 Units	

Minimum Specifications:

Processor	Intel Core i5-14 th Gen
Screen Display	27", Flat, 2K Resolution (WQHD)
Graphics	4GB GDDR6, 4K Resolution
Storage	1TB M.2 NVMe SSD
RAM	16GB x 2 DDR5, with 4 slots
Network Connectivity	WIFI, LAN, Bluetooth
Interfaces/Ports	Supports HDMI 2.1, USB 3.2, Type C, Headphone 3.5mm
Power Supply	Minimum 500 Watts Power Supply
Audio	HD Audio, Speakers
Operating System	Windows 11 Professional 64 bit
Peripherals	Wired mouse, Keyboard and UPS (Uninterrupted Power Supply)
Security	TPM 2.0, Kensington Security Slot, chassis intrusion switch
Bios Security	Administrator Password, power-on password, Hard disk password, Boot Sequence control, Boot without keyboard and mouse, certificate based BIOS Authentication, individual USB port disablement, Self-healing Bios
Green Certification	Rohs Compliant, TCO Certified 9.0 Energy Star 8.0 Epeat, MIL-STD-810H

3. Cloud Computing Laptop | 105 units

Description:

A cloud computing laptop, sometimes referred to as a cloud-book or cloud-centric laptop, is a lightweight and often budget-friendly device designed primarily for online

tasks and applications. These laptops rely heavily on cloud computing services to handle computing tasks traditionally performed by the device's hardware. Key features include:

1. **Internet Dependency:** Cloud laptops require a stable internet connection as they rely on cloud-based applications and storage for most tasks. Without internet access, their functionality may be limited.
2. **Minimal Local Storage:** Instead of large local storage drives, cloud laptops often have small solid-state drives (SSDs) or eMMC storage, just enough for basic system operations and caching.
3. **Lightweight and Portable:** These laptops are usually compact and lightweight making them suitable for travel and everyday use.
4. **Integration with Cloud Services:** They are optimized for seamless integration with cloud services such as Google Drive, Dropbox, or Microsoft OneDrive, enabling users to store files and access applications online.
5. **Long Battery Life:** Due to their low-power components and reliance on cloud services, cloud laptops often offer longer battery life compared to traditional laptops.

Overall, cloud computing laptops are suited for users who primarily work or consume content online, such as web browsing, email, document editing and streaming media. They may not be ideal for tasks that demand significant processing power or offline functionality.

Distribution of 105-unit Cloud Computing Laptop

Office of the General Manager	8 units	<ul style="list-style-type: none"> • 5 units OGM • 2 units Accreditation • 1 unit Interim Legal Services Unit
Office of the Deputy General Manager	3 units	<ul style="list-style-type: none"> • 3 units DGM •
Office of the Board Secretary	2 units	<ul style="list-style-type: none"> • Corporate Secretary
Internal Audit Division	3 units	<ul style="list-style-type: none"> • 1 unit Division Chief • 2 units staff
Admin. and Finance Services Department	1 unit 8 units 2 units 23 units	<ul style="list-style-type: none"> • Secretary • Admin. Support Division • Procurement Management Division • Financial Management Division
Management Services Department	1 unit 4 units	<ul style="list-style-type: none"> • Department Manager (Secretary) • Corporate Planning Division
Resident Retiree Servicing Department	4 unit 8 units 16 units 3 units	<ul style="list-style-type: none"> ○ Secretary ○ Senior Technical Admin. Staff ○ Senior Technical Servicing Staff ○ Junior Admin. Staff I • Processing Division • Servicing Division • Satellite Head Office

	2 unit	<ul style="list-style-type: none"> ○ RAO II ○ Senior Admin Staff ○ Junior Servicing Staff II ● Baguio Satellite Office <ul style="list-style-type: none"> ○ RAO III ○ Junior Admin Staff I
	4 units	<ul style="list-style-type: none"> ● Clark-Subic Satellite Office <ul style="list-style-type: none"> ○ RAO III ○ RAO II ○ Junior Admin. Staff/Driver ○ Junior Admin. Staff
	4 units	<ul style="list-style-type: none"> ● Cebu Satellite Office <ul style="list-style-type: none"> ○ RAO III ○ RAO II ○ Junior Admin. Staff I (2)
	3 units	<ul style="list-style-type: none"> ● Davao Satellite Office <ul style="list-style-type: none"> ○ RAO III ○ RAO II ○ Senior Admin Staff
Resident COA	2 units	<ul style="list-style-type: none"> ● Resident Auditor <ul style="list-style-type: none"> ○ COA Senior Staff (1)
Cross-Agency Project: BI-PRA DSA	4 units	<ul style="list-style-type: none"> ● Bureau of Immigration
TOTAL	105 UNITS	

Minimum specifications

Processor	Intel Core Ultra 5
Screen Display	16" min. LED Backlight type, (preferred but not required)
Graphics	Integrated Graphics
Storage	512GB SSD M.2 NvME
RAM	16GB DDR5
Network Connectivity	WIFI, LAN, Bluetooth
Interface / Ports	Supports HDMI 2.1, USB 3.2, Type C, Headphone/Microphone Combo, Thunderbolt
Power Supply	135 Watts USB Type C Power adapter
Pointing Device	3-button trackpointing and/or mlti-touch trackpad
Audio / Camera	Built-in HD Audio Speakers, front camera with 1080p
Operating System	Windows 11 Professional 64 bit
Peripherals	Laptop bag, wireless mouse, keyboard with numeric keypad, Power Adapter
Security	TPM 2.0, TCG certified, FIPS 140-2 certified
Bios Security	Supervisor password, power on password, self-healing Bios, NVME password
Green Certification	Energy Star 8.0, Epeat Gold Registered, MIL-STD-810H

4. Marketing Laptop	15 units			
<p>Description: The Marketing laptop being referred to herein is a variation of a business laptop that is designed to meet the needs of the Marketing Department for productivity, security, reliability and mobility. These laptops are tailored to support a wide range of marketing /business tasks and are typically characterized by certain features:</p> <ol style="list-style-type: none"> 1. Performance and Reliability: Marketing laptops are equipped with powerful processors, sufficient RAM, and fast storage options to handle demanding business applications smoothly and efficiently. They are built to withstand continuous use and offer high reliability. 2. Security Features: Security is a top priority for users. Marketing laptops often come with built-in security features such as biometric authentication (fingerprint scanners or facial recognition), Trusted Platform Module (TPM) chips for hardware-based encryption, and robust security software suites to protect against malware and data breaches. 3. Durability and Build Quality: Marketing laptops are usually built with durable materials to withstand frequent travel and usage in various environments. They often undergo rigorous testing for durability and are designed to meet military-grade standards for reliability. 4. Portability: While marketing laptops prioritize performance and durability, they also offer portability. They are typically lightweight and slim, making them convenient for professionals who need to work on the go or during travel. 5. Long Battery Life: Marketing users often require laptops that can last through a full workday without needing to be recharged. These laptops are designed to optimize battery life, allowing users to remain productive without being tethered to a power outlet. 6. Connectivity Options: Come with a variety of connectivity options, including multiple USB ports, HDMI or DisplayPort for external displays, Ethernet ports for wired networking, and support for the latest Wi-Fi and Bluetooth standards. 7. Manageability and Support: Are designed to be easily managed and supported by IT departments within organizations. They often come with features such as remote management capabilities, enterprise-level support, and compatibility with centralized IT management tools. <p>Distribution of 15-unit Marketing Laptop</p> <table border="1" data-bbox="284 1760 1377 1839"> <tr> <td data-bbox="284 1760 564 1839">Marketing Department</td> <td data-bbox="564 1760 746 1839">15 units</td> <td data-bbox="746 1760 1377 1839"> <ul style="list-style-type: none"> ○ 6 units Ads and Promo Division ○ 9 units Client Relations Division </td> </tr> </table>		Marketing Department	15 units	<ul style="list-style-type: none"> ○ 6 units Ads and Promo Division ○ 9 units Client Relations Division
Marketing Department	15 units	<ul style="list-style-type: none"> ○ 6 units Ads and Promo Division ○ 9 units Client Relations Division 		
Minimum Specifications:				
Processor	Intel Core Ultra 7			
Screen Display	16" WUXGA (1920 x 1200)			

Graphics	Integrated Graphics
Storage	512GB SSD M.2 NVMe
RAM	16GB DDR5
Network	WiFi, LAN, Bluetooth
Interfaces / Ports	Supports HDMI 2.1, USB 3.2, Type C, Headphone/Microphone Combo, Thunderbolt
Power	100Watts USB Type C Power adapter
Pointing Device	3-button track pointing and/or multi-touch trackpad
Audio / Camera	Built-in audio speakers, Front camera with 1080p, Front camera with 1080P
Operating System	Windows 11 Professional 64 Bit
Peripherals	Laptop bag, wireless mouse, keyboard with numeric, power adapter
Security	TPM 2.0, TCG certified, FIPS 140-2 certified,
Bios Security	Supervisor password, power on password, self-healing Bios, NVME password
Green Certification	Energy Star 8.0, Epeat Gold Registered, MIL-STD-810H

5. Business Laptop	16 units
<p>Description: A business laptop is a computing device specifically designed to meet the needs of professionals and organizations for productivity, security, and reliability. These laptops are tailored to support a wide range of business tasks and are typically characterized by certain features:</p> <ol style="list-style-type: none"> 1. Performance and Reliability: Business laptops are equipped with powerful processors, sufficient RAM, and fast storage options to handle demanding business applications smoothly and efficiently. They are built to withstand continuous use and offer high reliability. 2. Security Features: Security is a top priority for business users. Business laptops often come with built-in security features such as biometric authentication (fingerprint scanners or facial recognition), Trusted Platform Module (TPM) chips for hardware-based encryption, and robust security software suites to protect against malware and data breaches. 3. Durability and Build Quality: Business laptops are usually built with durable materials to withstand frequent travel and usage in various environments. They often undergo rigorous testing for durability and are designed to meet military-grade standards for reliability. 4. Portability: While business laptops prioritize performance and durability, they also offer portability. They are typically lightweight and slim, making them convenient for professionals who need to work on the go or during travel. 	

5. Long Battery Life: Business users often require laptops that can last through a full workday without needing to be recharged. Business laptops are designed to optimize battery life, allowing users to remain productive without being tethered to a power outlet.

6. Connectivity Options: Business laptops come with a variety of connectivity options, including multiple USB ports, HDMI or DisplayPort for external displays, Ethernet ports for wired networking, and support for the latest Wi-Fi and Bluetooth standards.

7. Manageability and Support: Business laptops are designed to be easily managed and supported by IT departments within organizations. They often come with features such as remote management capabilities, enterprise-level support, and compatibility with centralized IT management tools.

Distribution of 16-unit Business Laptop

Office of the General Manager	2 units	<ul style="list-style-type: none"> • Consultant
Office of the Deputy General Manager	1 unit	<ul style="list-style-type: none"> •
Office of the Board Secretary	1 unit	<ul style="list-style-type: none"> •
Marketing Department	3 units	<ul style="list-style-type: none"> • 1 unit Department Manager <ul style="list-style-type: none"> ○ 1 unit Ads and Promo Division ○ 1 unit Client Relations Division
Admin. and Financial Services Department	4 units	<ul style="list-style-type: none"> • 1 unit Department Manager <ul style="list-style-type: none"> ○ 1 unit Admin. Support Division ○ 1 unit Procurement Management Div. ○ 1 unit Finance Management Div.
Management Services Department	3 units	<ul style="list-style-type: none"> • 1 unit Department Manager <ul style="list-style-type: none"> ○ 1 unit Corporate Planning Div. ○ 1 unit ICT Division
Resident Retiree Servicing Department	2 units	<ul style="list-style-type: none"> • 1 unit Processing • 1 unit Servicing
TOTAL	16 UNITS	

Minimum Specifications:

Processor	Intel Core Ultra 7
Screen Display	16" WUXGA (1920 x 1200)
Graphics	Integrated Graphics
Storage	512GB SSD M.2 PCIe, NVMe SSD
RAM	16GB DDR5
Network & Connectivity	Wifi, LAN, Bluetooth
Interfaces / Ports	Supports HDMI 2.1, USB 3.2, Type C, Headphone / Microphone Combo, Thunderbolt

Power	100Watts USB Type C Power adapter
Pointing Device	3-button track pointing and/or multi-touch trackpad
Audio / Camera	Built-in audio speakers, Front camera with 1080p, 1 front Camera
Operating System	Windows 11 Professional 64 Bit
Peripherals	Laptop bag, wireless mouse, keyboard with numeric, power adapter
Security	TPM 2.0 TCG certified, FIPS 140-2 certified, TCG certified, FIPS 140-2 certified Kensington lock slot, touch style fingerprint reader integrated in power button, match on-chip
Bios Security	Supervisor password, power on password, self-healing Bios, NVME password
Green Certification	Energy Star 8.0, Epeat Gold, MIL-STD-810H

In addition, below is a summary of per-unit costing for each classification of desktop and laptop units;

Particulars	Units	Price per unit	Total
Developer Desktop	23	143,000.00	3,289,000.00
Business Desktop	22	99,000.00	2,178,000.00
Cloud Computing Laptop	105	110,000.00	11,550,000.00
Marketing Laptop	15	110,000.00	1,650,000.00
Business Laptop	16	132,000.00	2,112,000.00
		Approximate Total	20,779,000.00

WARRANTY AND SUPPORT

1. Minimum of one (1) year warranty and technical support 8x5 Technical support (phone and onsite)
2. Online support for firmware and software updates
3. Quality assurance is expected from the winning vendor, such that any error or fault in any hardware, peripherals, pre-installed mandatory software, and installation tools delivered during the implementation shall be acted upon, resolved, mitigated, and/or accepted, the vendor is required to aftersales service and assurance that the equipment and installation are accurate, complete, operable, uncompromised and error free during the warranty period.
4. During the warranty period in case a machine needs repair and/or replacement and requires to pull out, the supplier shall provide a temporary replacement unit;
5. Defective unit must be replaced within three (3) working days of the date of receipt, with the corresponding technical report.

6. Desktop computers and laptops must be replaced with new units of the same specifications or better if encounter several malfunctions and underwent three repairs during the warranty period;

OTHER PREFERRED REQUIREMENTS

1. Only enterprise-grade desktops and laptops from internationally recognized manufacturers specializing in business solutions shall be considered. Devices must meet the following non-negotiable requirements;
 - a. **Manufacturer Criteria**
 - The manufacturer must have an established business-class product line with a minimum of five (5) consecutive generations of enterprise models.
 - The device must be designed, manufactured, and directly supported by the original equipment manufacturer (OEM) that owns the brand and product line.
 - Devices produced by third-party manufacturers and rebranded under different labels will not be accepted
 - The device must not be a rebranded or repurposed consumer-grade product.
 - b. **Direct Service Warranty and support**
 - Devices must come with a minimum of 1-year on-site, next-business day manufacturer warranty (third-party or depot warranties are not accepted)
 - The manufacturer must have direct service centers in Metro Manila, and other regions geographically near Baguio City, Clark-Pampanga, Cebu City and Davao City.
 - c. **Exclusion Clause**
 - Devices marketed as consumer-grade, budget-friendly or home or school-use models will not be accepted, even if they meet technical specifications.
2. Certification from the manufacturer that the bidder is an authorized service provider of the brand being offered and must be verifiable in the manufacturer's website.
3. Certification that the bidder has a physical store of the brand being offered. A physical store establishes and provides assurance that the supplier is established, accessible and accountable. This requirement saves PRA from agent (or commission-based) suppliers who can supply the laptops and desktops but do not have actual technical support system or people.
4. Certification from the manufacturer that the supplier-bidder is an authorized service provider of the brand being offered and must be verifiable in the manufacturer's website.
5. The Supplier-bidder must be able to deliver, test, and power-up the laptops or desktops to the following locations;
 - a. **PRA Northern Luzon Satellite Office (formerly PRA Baguio Satellite Office)**
 - Unit 8, Nevada Square Bldg. 3, 2 Loakan Road, Baguio City 2600
 - b. **PRA Central Luzon Satellite Office (formerly PRA Clark-Subic Satellite Office)**

- Unit C-3/F, Savers Mall Bldg., Best Western Plus Metro Clark Hotel, McArthur Highway Balibago, Angeles City Pampanga 2009
- c. PRA Visayas Satellite Office (former PRA Cebu Satellite Office)
- Unit C1-12/F, 2 QUAD Bldg., Cebu Business Park Cardinal Rosales Avenue, Cebu City 6000
- d. PRA Mindanao Satellite Office (former PRA Davao Satellite Office)
- A3 G/F, Plaza De Luisa Bldg., Ramon Magsaysay Avenue, Davao City, 8000

QUALIFICATION REQUIREMENTS AND OTHER TERMS AND CONDITIONS

1. Suppliers/Bidders must be a managed partner reseller; dealer or distributor of the brand being offered for at least two (2) years;
2. Winning Supplier-Bidder is required to render support and technical services within the warranty period in the following areas;
 - a. PRA Northern Luzon Satellite Office (PRA Baguio);
 - b. PRA Central Luzon Satellite Office (PRA Clark-Subic);
 - c. PRA Visayas Satellite Office (PRA Cebu);
 - d. PRA Mindanao Satellite Office (PRA Davao)

Documentary and/or circumstantial proof is therefore necessary to prove that the winning supplier can render support and technical services within the warranty period.

3. The supplier/bidder must have a certified true copy of a valid certificate of Distributorship / Dealership / Resellers or Professional Partnership with the distributor/manufacturer of the brand being offered.
4. All units, spare parts and accessories delivered and installed shall, at the minimum meet the required specification, be original, brand new and free from any defect.
5. Encouraged and preferred but not required interested suppliers may provide demonstration units to be presented, whenever possible, in the simulation testing and validation of equipment being offered to PRA;
6. Interested suppliers are encouraged to offer their higher specifications warranty/support, over-all offer, out of the box initiatives and additional services provided the cost does not go beyond the authorized budget;
7. Winning Supplier-Bidder will be required to assist in the physical inspection of the desktop and laptop delivered. Physical inspection may require opening the desktop and laptop to ensure and guarantee that parts supplied are the parts agreed upon and is compliance the standards set by the conditions of the terms of reference.

DOCUMENTATION

1. Warranty Certificate

SCHEDULE OF DELIVERY:


- a) Delivery date must be within 45 to 60 working days upon receipt of Purchase Order (PO) and delivered at 29th Floor BDO Valero Tower, (formerly Citibank Tower Building) 8741 Paseo De Roxas (corners Villar and Valero Streets) Bel-Air, Makati City.
- b) Payment shall be made within 30 calendar days from date of complete delivery, inspection, acceptance, and submission of documentary requirements.


Remus Erian S. Palmos
ITO III - Head, ICT Division
Head, TWG-IT

TWG-IT Members


Remegio P. Abaigar
Division Chief
Financial Management Division


Mari Thea A. Vasquez
Budget Officer III
Financial Management Division


Paul Manfred G. Amparo
RAO III
Servicing Division


Omar Khayam Marohombsar
ITO II
ICT Division

Approved / Disapproved


Atty. Antonio V. Rivera
Department Manager
Management Services Department

[Use this form for Framework Agreement:]

Technical Specifications

TECHNICAL SPECIFICATIONS			
<i>Item / Service</i>	<i>Maximum Quantity</i>	<i>Technical Specifications / Scope of Work</i>	<i>Statement of Compliance</i>
			<p><i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution.]</i></p>

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

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.
- (1) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Republic of the Philippines



Government Procurement Policy Board