

# **PHILIPPINE BIDDING DOCUMENTS**

## *Procurement of Goods*

### **Supply, Delivery and Installation of Various Genuine IT Equipment & Accessories for UP Baguio**

**UPB-BID-2022-05-A**

Government of the Republic of the Philippines

**Sixth Edition**

**July 2020**

# 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	11
1.	132.
	133.
	134.
	135.
	136.
	147.
	148.
	149.
	1510.
	1511.
	1512.
	1613.
	1614.
	1615.
	1716.
	1717.
	1718.
	1719.
	1720.
	1821.
	18
	Section III. Bid Data Sheet
	18
Section IV. General Conditions of Contract	21
1.	242.
	243.
	244.
	245.
	256.
	25
	Section V. Special Conditions of Contract
	24
Section VI. Schedule of Requirements	29
Section VII. Technical Specifications	30
Section VIII. Checklist of Technical and Financial Documents	33
Section IX. Sample Forms	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.

***University of the Philippines Baguio***  
***Governor Pack Road, Baguio City***

**INVITATION TO BID FOR  
SUPPLY, DELIVERY AND INSTALLATION OF VARIOUS  
GENUINE IT EQUIPMENT & ACCESSORIES FOR UP  
BAGUIO**

1. The **University of the Philippines Baguio**, through the **General Appropriations Act/Special Appropriations CY 2022** intends to apply the sum of **Three Million Three Hundred Sixty-Three Thousand Seven Hundred Eighty-Three Pesos Only (Php 3,363,783.00)** for four (4) lots being the ABC to payments under the contract for **Supply, Delivery and Installation of Various Genuine IT Equipment and Accessories with Bid Reference No. UPB-BID-2022-05-A**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Lot	ABC (PhP)
Lot 1	200,000.00
Lot 2	352,196.00
Lot 3	2,781,587.00
Lot 4	30,000.00
Total	3,363,783.00

2. The **University of the Philippines Baguio** now invites bids for the above Procurement Project. Delivery of the Goods is required by: a) **Sixty (60) calendar days from receipt of Notice to Proceed, for IT equipment;** and b) **Thirty (30) calendar days from receipt of Notice to Proceed, for IT accessories**. Bidders should have completed, within **five (5) 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 **University of the Philippines Baguio** and inspect the Bidding Documents at the address given below from **Monday to Friday, 8:30 AM to 4:30 PM.**
5. A complete set of Bidding Documents may be acquired by interested Bidders on 27 November 2022, **Sunday**, 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

Lot	Amount (PhP)
Lot 1	1,250.00
Lot 2	1,250.00
Lot 3	1,250.00
Lot 4	1,250.00

The Procuring Entity shall allow the bidder to present its proof of payment for the fees ***in person, by facsimile, or through electronic means.***

Personal payment at the UP Baguio Cashier's office or thru:

***Bank: Development Bank of the Philippines (DBP)***

*Branch: Baguio City*

*Account Name: UP Baguio Trust Fund*

*Account Number: 0-00363-510-1*

(Please make at least 2 copies of the deposit slip)

Issuance of the Official Receipt will be made at the UP Baguio Cash Office, Mondays to Fridays, 8:00 a.m. to 4:00 p.m.

Proof of payment must be presented upon acquiring a complete set of bidding documents at the Bids and Awards Committee Office.

6. The **University of the Philippines Baguio** will hold a Pre-Bid Conference<sup>1</sup> on **5 December 2022, Monday, 9:00 a.m.** at the **University of the Philippines Baguio, Governor Pack Road, 2600 Baguio City** and/or via **Zoom**, which shall be open to prospective bidders.

For those participating via zoom conferencing, the link below is provided for advance registration. Only those who registered will be provided an invitation/link for the scheduled Pre-Bid Conference.

---

<sup>1</sup> 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.

<https://up-edu.zoom.us/join/9tJwufuqhrTwGN3B3fk0MeL1UzHuDBVe4ch9>

Information about the meeting will be provided on the confirmation email after registration.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **8:30 a.m. on 20 December 2022, Tuesday**. Late bids shall not be accepted.

*BAC Office  
Iskolar ng Bayan Building  
UP Baguio  
Governor Pack Road, Baguio City  
Email : bac.upbaguio@up.edu.ph*

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 **20 December 2022, Tuesday, 10:30 a.m.** at the **University of the Philippines Baguio, Governor Pack Road, 2600 Baguio City** and/or via **Zoom**, which shall be open to prospective bidders.

For those participating via zoom conferencing, the link below is provided for advance registration. Only those who registered will be provided an invitation/link for the scheduled Opening of Bids.

<https://up-edu.zoom.us/join/9tJwufuqhrTwGN3B3fk0MeL1UzHuDBVe4ch9>

Information about the meeting will be provided on the confirmation email after registration.

Bids will be opened in the presence of bidder's representatives who choose to attend the activity

10. The **University of the Philippines Baguio** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. Bidders shall read the Bidding documents carefully and comply with the requirements indicated. Failure to comply may lead to disqualification of the bid.
12. Bidders are encouraged to properly use tabs and identify the documents submitted for ease of reference in the opening of bids.

13. For further information, please refer to:

**Mary Anne R. Rivera**  
*Supply and Property Management Office*  
*Isabelo delos Reyes Building*  
*UP Baguio*  
*Governor Pack Road, Baguio City*  
*Telefax. No. (074) 442 3484, (074) 446 9973*  
*email: [bac.upbaguio@up.edu.ph](mailto:bac.upbaguio@up.edu.ph)*

14. For downloading of Bidding Documents, visit:

<https://www.upb.edu.ph/bids-and-awards-committee-bac>

Date of Issue: **27 November 2022**

---

**JOEL M. ADDAWE (sgd.)**  
*BAC Chairperson*

## ***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, **University of the Philippines Baguio** wishes to receive Bids for the **Supply, Delivery and Installation of Various Genuine IT Equipment & Accessories for UP Baguio**, with identification number **UPB-BID-2022-05-A**.

The Procurement Project (referred to herein as “Project”) is composed of **23 IT Equipment & 52 IT Accessories**, the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for **General Appropriations Act/Special Appropriations CY 2022** in the amount of **Three Million Three Hundred Sixty-Three Thousand Seven Hundred Eighty-Three Pesos Only (Php 3,363,783.00)**.

2.2. The source of funding is:

a. NGA, the General Appropriations Act or Special Appropriations.

## 3. Bidding Requirements

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

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

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

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

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

## 5. Eligible Bidders

- 5.1. Only Bids or Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
  - 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:
    - 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.
- 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 and either at its physical address and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB**.

## **9. Clarification and Amendment of Bidding Documents**

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

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

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **5 years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## **11. Documents comprising the Bid: Financial Component**

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## 12. Bid Prices

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

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

## 13. Bid and Payment Currencies

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

13.2. Payment of the contract price shall be made in Philippine Pesos.

## 14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration<sup>2</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

---

<sup>2</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

- 14.2. The Bid and bid security shall be valid until **12 April 2023, Wednesday**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

## **15. Sealing and Marking of Bids**

Each Bidder shall submit two (2) copies of the first and second components of its Bid.

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

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

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

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

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

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

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

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

## **18. Domestic Preference**

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

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

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

- 19.2. 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 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows: **One Project having several items, which shall be awarded as separate contracts per lot.**
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

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

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

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

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

### **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> <ol style="list-style-type: none"> <li>a. <i>Experience in supply, delivery and installation of various genuine IT equipment and accessories;</i> and</li> <li>b. completed within <i>five (5) years</i> prior to the deadline for the submission and receipt of bids.</li> </ol>
7.1	<i>Subcontracting is not allowed.</i>
12	The price of the Goods shall be quoted DDP <i>University of the Philippines Baguio, Governor Pack Road, Baguio City</i> 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> <p><b>For Lot 1:</b></p> <ol style="list-style-type: none"> <li>a. The amount of not less than <b>Php 4,000.00</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>Php 10,000.00</b>, if bid security is in Surety Bond.</li> </ol> <p><b>For Lot 2:</b></p> <ol style="list-style-type: none"> <li>a. The amount of not less than <b>Php 7,043.92</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>Php 17,609.80</b>, if bid security is in Surety Bond.</li> </ol> <p><b>For Lot 3:</b></p> <ol style="list-style-type: none"> <li>a. The amount of not less than <b>Php 55,631.74</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>Php 139,079.35</b>, if bid security is in Surety Bond.</li> </ol> <p><b>For Lot 4:</b></p>

	<p>a. The amount of not less than <b>Php 600.00</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than <b>Php 1,500.00</b>, if bid security is in Surety Bond.</p> <p><b>For Lot 1 to 4:</b></p> <p>a. The amount of not less than <b>Php 67,275.66</b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than <b>Php 168,189.15</b>, if bid security is in Surety Bond.</p>
15	One (1) copy of the two components should be marked as <b>ORIGINAL</b> and the other copy be marked as <b>COPY 1</b> .
19.3	<p><b>ABC: Three Million Three Hundred Sixty-Three Thousand Seven Hundred Eighty-Three Pesos Only (Php 3,363,783.00)</b></p> <p><b>Lot 1 – Php 200,000.00</b>  <b>Lot 2 – Php 352,196.00</b>  <b>Lot 3 – Php 2,781,587.00</b>  <b>Lot 4 – Php 30,000.00</b></p>
19.4	The Project shall be awarded as follows: <b>One Project having several items, which shall be awarded as separate contracts per lot.</b>
20.2	<p>List of additional post-qualification documents relevant to the Project that may be required by University of the Philippines Baguio:</p> <ol style="list-style-type: none"> <li><b>1. BIR 2303</b></li> <li><b>2. Latest income and business tax returns (BIR Form 1701Q or 1702Q), covering six (6) months prior to the bid, filed and paid through the BIR Electronic Filing and Payment System (eFPS)</b></li> <li><b>3. Latest Value Added Tax Returns (Forms 2550M and 2550Q) and Percentage Tax Returns (forms 2551M), if applicable, covering six (6) months prior to the bid, filed and paid through the BIR Electronic Filing and Payment System (eFPS)</b></li> <li><b>4. General Information Sheet and complete Articles of Incorporation (for bidders under SEC)</b></li> <li><b>5. Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document</b></li> <li><b>6. Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Zones or Areas</b></li> </ol>

	<p><b>7. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR)</b></p> <p><b>8. Latest Audited Financial Statement</b></p> <p><b>Bidders must submit the post-qualification requirements within a non-extendible period of five (5) calendar days from the receipt of the notice of LCB/SCB from the BAC.</b></p>
21.1	<p>List of additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.</p> <p><b>1. Signed Notice of Award</b></p> <p><b>2. Performance Security in accordance with Section 39 of the Revised IRR of RA 9184</b></p>
Additional Clause	<p><i>The bidder, or its authorized representative/s, shall affix their initials on each and every page of the bid in the financial envelopes including documents that require the bidder's, or its authorized representative's signature.</i></p>

## ***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 prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

## **4. Inspection and Tests**

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

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

## **5. Warranty**

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

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

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

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

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

### **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><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><b><u>For Goods supplied from abroad:</u></b>          “The delivery terms applicable to the Contract are DDP delivered <b>University of the Philippines Baguio, Governor Pack Road, Baguio City</b>. In accordance with INCOTERMS.”</p> <p><b><u>For Goods supplied from within the Philippines:</u></b>          “The delivery terms applicable to this Contract are delivered <b>University of the Philippines Baguio, Governor Pack Road, Baguio City</b>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <b>Mary Anne R. Rivera</b>.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ul style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> </ul>

	<p>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</p>
	<p>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.</p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p><b>Spare Parts –</b></p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <ol style="list-style-type: none"> <li>1. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</li> <li>2. in the event of termination of production of the spare parts: <ol style="list-style-type: none"> <li>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</li> <li>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ol> </li> </ol> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the cost thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <b><i>two (2) years</i></b></p>

	<p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <b>three (3)</b> months of placing the order.</p>
	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity</p> <p>Name of the Supplier</p> <p>Contract Description</p> <p>Final Destination</p> <p>Gross weight</p> <p>Any special lifting instructions</p> <p>Any special handling instructions</p> <p>Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<b><i>Partial Payment is not allowed.</i></b>
4	<p>The inspections and tests that will be conducted are:</p> <ol style="list-style-type: none"> <li><b>1. Installation of IT equipment, including testing of all delivered items upon delivery to ensure all equipment and accessories are working.</b></li> <li><b>2. Checking of technical specifications versus delivered item</b></li> </ol>
5.1	<b>The Supplier must provide a warranty of at least one (1) year upon acceptance of the Procuring Entity.</b>

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

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

### **LOT 1 – IT EQUIPMENT (MULAT-BLISST)**

<b>Item Number</b>	<b>Description</b>	<b>UOM</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Delivered, Weeks/Months</b>
1	<b>Desktop Computer</b> All-In-One Desktop or High-Performance Desktop Profile at least 6C/12T or 8C/8-16T, 6-10MB cache, upto 3-5Ghz at least 16GB DDR4 at least 512GB SSD M.2 2280 PCIe 3.0 NVMe+2TB HDD at least 6GB discrete GPU at least 27" LED IPS FullHD 1080p at least 720p-1080p HD webcam at least stereo or dual-stereo speakers at least mono or stereo mic at least Gigabit Ethernet RJ45 LAN, WiFi 6/b/g/n, BT at least licensed Windows 10 64-bit at least non-subscription, licensed Office 2021 at least USB wired Mouse, USB wired Keyboard at least USB 3.x, USB 2.x, 3.5mm combo audio, HDMI in/out, card reader ports at least 2000VA/1200W UPS, 220V with universal outlets at least 36 months manufacturers warranty, NBD support	unit	2	100,000.00	200,000.00	60 calendar days upon receipt of NTP

## LOT 2 – IT EQUIPMENT & ACCESSORIES (GF & LMS)

Item Number	Description	UOM	Quantity	Unit Cost	Total Cost	Delivered, Weeks/Months
2	<b>Battery</b> Battery unit for ACER F5-573G-787N Model No. N16Q2 DC Rating: 19V = 3.42A	pc	1	3,000.00	3,000.00	30 calendar days upon receipt of NTP
3	<b>Camera</b> Document Camera, brand new, branded Size: D x W x H (when folded): 4.57"x 4.25" x 12.68" (11.6 x 10.8 x 32.2cm) Weight: 2.58lbs (1.17kg) Resolution: 8.0 Megapixel Full autofocus lens High definition resolutions – up to 3264 x 2448	un	2	14,999.00	29,998.00	60 calendar days upon receipt of NTP
4	<b>Flash Drive</b> USB Flashdrive Capacity: 32GB Capacity Interface: USB 3.0 Transfer rate: up to 150 MB/s Device/OS compatibility: Windows 2000 or later, Mac OS 10.4 or later	pc	6	350.00	2,100.00	30 calendar days upon receipt of NTP
5	<b>HDMI Converter</b> HDMI to VGA converter with Audio; Support up to 1920x1080(60Hz); Input interface: HDMI Male; Micro USB female;	pc	9	650.00	5,850.00	30 calendar days upon receipt of NTP
6	<b>Headphones</b> Wireless Headphones w/ microphone, brand new, branded HEADPHONE TYPE: Dynamic DRIVER UNIT: 30 mm (Dome Type) MAGNET: Neodymium IMPEDANCE (OHM): 37 ohm DIAPHRAGM: PET FREQUENCY RESPONSE (BLUETOOTH® COMMUNICATION): 20 Hz - 20,000 Hz	un	12	8,200.00	98,400.00	30 calendar days upon receipt of NTP
7	<b>Headset</b> Wearing style: Head-band - Recommended usage:	un	7	7,500.00	52,500.00	30 calendar days upon

	Office/Call center - Connectivity technology: Wireless - Bluetooth profiles: A2DP - Wireless range: 30 m - Ear coupling: Supra-aural - Noise reduction type: Active, Talk time: 12 h. Weight: 155 g					receipt of NTP
8	<b>Keyboard</b> Keyboard unit for ACER F5-573G-787N Model No. N16Q2 DC Rating: 19V = 3.42A	pc	1	2,000.00	2,000.00	30 calendar days upon receipt of NTP
9	<b>Mouse</b> Wireless Mouse Type: Wireless Connection: 2.4G Hz Operating Range: 10-15m Ergonomic Design: Symmetric Sensor: Optical Resolution: 1200 DPI Report Rate: 125Hz Buttons No.: 3 Receiver: Nano USB Receiver Battery: 1AA Battery	un	3	450.00	1,350.00	30 calendar days upon receipt of NTP
10	<b>Printer</b> All-in-One Ink Tank Printer Print, Scan Copy, Continuous Printer Maximum Resolution: 5760 x 1440 dpi Draft, A4 (Black / Colour): Up to 33.0 ppm / 15.0 ppm*2	un	1	9,500.00	9,500.00	60 calendar days upon receipt of NTP
11	<b>Printer</b> All in one functions, print, scan, copy, fax; all in one tank with ADF, Wi-fi Multi- functional integrated; 180 nozzle black, 59 nozzles per color, 5760 x 1440 DPI	un	2	14,500.00	29,000.00	60 calendar days upon receipt of NTP
12	<b>Printer</b> Inkjet printer with Scanner, brand new, branded Printer Type: Print, Scan, Copy, Fax with ADF Print Method: On- demand inkjet (Piezoelectric) Printer Language: ESC/P-R, ESC/P Raster, 5760 x 1440 dpi, 1200x2400dpi optical resolution, USB, LAN, WiFi,, WiFi-Direct	un	2	14,999.00	29,998.00	60 calendar days upon receipt of NTP
13	<b>Printer</b> Printer with scanner - Printing Method: PresicionCore printhead - Printer Language:	un	1	17,000.00	17,000.00	60 calendar days upon receipt of NTP

	ESC/P-R, ESC/P Raster - Nozzle Configuration: 400 x 1 nozzles Black, 128 x 1 per Color (Cyan, Color, Magenta) - Maximum Resolution: 4800 x 1200 dpi					
14	<b>Router</b> Powerful dual band 2.4Ghz/5Ghz wireless AP for mounting on ceiling or wall, brand new, branded Architecture: ARM 32bit CPU: IPQ-4018 CPU core count: 4 CPU nominal frequency: 716 MHz Dimensions: Round case: diameter: 136 mm	un	2	5,000.00	10,000.00	30 calendar days upon receipt of NTP
15	<b>Router</b> Tri-band (one 2.4 GHz & two 5 GHz) home access point with meshing technology brand new, branded Architecture: ARM 32bit CPU: IPQ-4019 CPU Core: 4 CPU Freq: 716Mhz	un	3	11,500.00	34,500.00	30 calendar days upon receipt of NTP
16	<b>UPS</b> Uninterruptible Power Supply High quality, Line interactive UPS with MPC, Built-in AVR, Universal outlets, LED display indicators, audible alarm, 2000VA/1200W, 240V,12V/9Ah x2, with built- in safety fuse or circuit breaker, over charge, over discharge, surge, short, overload protections	un	2	8,500.00	17,000.00	30 calendar days upon receipt of NTP
17	<b>USB Hub</b> USB 3.x 4-port portable USB hub; 5Gbps data transfer speed, simultaneous device access, over-voltage and over-current protections, multi-shielded, 15cm cable length, ABS construction	pc	4	1,000.00	4,000.00	30 calendar days upon receipt of NTP
18	<b>USB Hub</b> USB-C and USB-A 3.x 4-port portable USB hub; 5Gbps data transfer speed, simultaneous device access, over-voltage and over-current protections, multi-	un	4	1,500.00	6,000.00	30 calendar days upon receipt of NTP

	shielded, 15cm cable length, ABS construction					
--	--	--	--	--	--	--

## LOT 3 – IT EQUIPMENT & ACCESSORIES (UG-TFI)

Item Number	Description	UOM	Quantity	Unit Cost	Total Cost	Delivered, Weeks/Months
19	<b>Battery</b> Sealed lead acid battery for UPS, 12V, 7AH-9AH, Dimension:(H x W x D) mm : 93 x 64 x 150	pc	22	1,500.00	33,000.00	30 calendar days upon receipt of NTP
20	<b>Desktop Computer</b> All-In-One, Core i7-1165G7, 8GB RAM, 256GB M.2 PCIE NVME+1TB HDD, 2GB GPU, Win10, 23.8" FHD (1920x1080) display, with wireless keyboard and mouse, with licensed Office2021 and 2000VA UPS	un	7	65,000.00	455,000.00	60 calendar days upon receipt of NTP
21	<b>Desktop Computer</b> All-In-One Desktop or High-Performance Desktop Profile at least 6C/12T or 8C/8-16T, 6-10MB cache, upto 3-5Ghz at least 16GB DDR4 at least 512GB SSD M.2 2280 PCIe 3.0 NVMe+2TB HDD at least 4GB discrete GPU at least 24" LED IPS FullHD 1080p at least 720p-1080p HD webcam at least stereo or dual-stereo speakers at least mono or stereo mic at least Gigabit Ethernet RJ45 LAN, WiFi 6/b/g/n, BT at least licensed Windows 10 64-bit at least non-subscription, licensed Office 2021 at least USB wired Mouse, USB wired Keyboard at least USB 3.x, USB 2.x, 3.5mm combo audio, HDMI in/out, card reader ports at least 2000VA/1200W UPS, 220V with universal outlets at least 36 months	un	3	93,000.00	279,000.00	60 calendar days upon receipt of NTP

	manufacturers warranty, NBD support <sup>2</sup>					
22	<b>Desktop Computer</b> All-In-One Desktop or High-Performance Desktop Profile at least 6C/12T or 8C/8-16T, 6-10MB cache, upto 3-5Ghz at least 32GB DDR4 at least 1024GB SSD M.2 2280 PCIe 3.0 NVMe+2TB HDD at least 8GB discrete GPU at least 27" LED IPS FullHD 1080p Touchscreen at least 720p-1080p HD webcam at least stereo or dual-stereo speakers at least mono or stereo mic at least Gigabit Ethernet RJ45 LAN, WiFi 6/b/g/n, BT at least licensed Windows 10 64-bit at least non-subscription, licensed Office 2021 at least USB wired Mouse, USB wired Keyboard at least USB 3.x, USB 2.x, 3.5mm combo audio, HDMI in/out, card reader ports at least 2000VA/1200W UPS, 220V with universal outlets at least 36 months manufacturers warranty, NBD support	un	1	150,000.00	150,000.00	60 calendar days upon receipt of NTP
23	<b>Extension Cord</b> 16 GANG UNIVERSAL TOWER EXTENSION CORD • Safety shutter protection • Resistant to pressure, heat and moisture • Unique design suited for office or home use • Lightning protection series	pc	2	2,000.00	4,000.00	30 calendar days upon receipt of NTP
24	<b>Extension Cord</b> EXTENSION WHEEL 10A 2500W • Universal heavy duty outlets • 10 Meters cord length • With overheating protection button • Power leakage/surge protector safety breaker • Rapid flame retardant	pc	2	2,000.00	4,000.00	30 calendar days upon receipt of NTP
25	<b>HDMI Cable</b> 5M -Flat (Blue Black Head flat Cable): -Two-cokor injection plug Douvle shielded cable body HDMI 1.4 Version -	pc	2	350.00	700.00	30 calendar days upon receipt of NTP

	Resolution:1080P@60Hz - AWG:30AWG					
26	<b>HDMI Cable</b> 10M -18 Gbps bandwidth support 3840*2160 @60Hz High Dynamic Range (HDR) video dynamic 4K@60Hz gaming - Dolby True HD 7.1 audio and 3D resolution up to 1080P Full HD at 120 Hz	pc	5	824.00	4,120.00	30 calendar days upon receipt of NTP
27	<b>HDMI KVM Switch</b> 2 port 4k USB switch KVM VGA switcher HDMI	pc	1	1,500.00	1,500.00	30 calendar days upon receipt of NTP
28	<b>Headset</b> Wearing style: Head-band - Recommended usage: Office/Call center - Connectivity technology: Wireless - Bluetooth profiles: A2DP - Wireless range: 30 m - Ear coupling: Supra-aural - Noise reduction type: Active, Talk time: 12 h. Weight: 155 g	un	3	7,500.00	22,500.00	30 calendar days upon receipt of NTP
29	<b>Hub Expansion Dock</b> 11 in 1 Input: Type C Output: Type C (onlyCharg)+USB3.0+HDMI 4K+VGA+PD+Audio 3.5+SD/TF+RJ45 Gigabit 1.HDMI:4K*2K(3840*2160)3 0HZ and 4K*2K(3840*2160)60HZ are available , downwards compatible with 1080P	pc	2	2,000.00	4,000.00	30 calendar days upon receipt of NTP
30	<b>Hub Expansion Dock</b> 11 in 1 Input: USB 3.0 Output: Type C (onlyCharg)+USB3.0+HDMI 4K+VGA+PD+Audio 3.5+SD/TF+RJ45 Gigabit 1.HDMI:4K*2K(3840*2160)3 0HZ and 4K*2K(3840*2160)60HZ are available , downwards compatible with 1080P	pc	2	2,000.00	4,000.00	30 calendar days upon receipt of NTP
31	<b>Keyboard</b> Keyboard with Numeric Keypad - US English	un	4	7,200.00	28,800.00	30 calendar days upon receipt of NTP

	Color: White Lightning to USB Cable Height: 0.16–0.43 inch (0.41–1.09 cm) Width: 16.48 inches (41.87 cm)					
32	<b>Keyboard</b> Smart Keyboard Folio (branded) for Tablet, compatible with Apple Ipad	pc	1	12,000.00	12,000.00	30 calendar days upon receipt of NTP
33	<b>LAN Cable</b> branded, high quality, CAT 5e UTP LAN cable, AWG24 8C, gray color, 305M	box	1	6,800.00	6,800.00	30 calendar days upon receipt of NTP
34	<b>Laptop</b> Essential Laptop Profile at least 2C/4T or 4C/4T, 3-4MB cache, upto 3-4Ghz at least 8GB DDR4 at least 256GB SSD M.2 PCIe 3.0 NVMe or 240GB SSD+1TB HDD at least 2GB discrete GPU or multipipeline (48-80EU) iGPU or multicore iGPU at least 14" LED IPS FullHD 1080p, 220-400nits at least built-in VGA or 720p HD at least built-in stereo at least built-in mono at least built-in RJ45 LAN, WiFi b/g/n, BT at least licensed Windows 10 64- bit at least non-subscription, licensed Office 2019 at least backlit keyboard with multitouch trackpad at least USB 3.x, USB C, 3.5mm combo audio	un	1	53,903.00	53,903.00	60 calendar days upon receipt of NTP
35	<b>Microphone</b> Wireless Lapel Microphone 20 Selectable Frequencies UHF Frequencies 683.1 to 695.1 MHz Oscillation Mode DSP chips Frequency Locking Freq. Stability +10ppm *RF Efficiency 10dBm Freq. Range:	un	2	2,500.00	5,000.00	30 calendar days upon receipt of NTP

	45Hz-18kHz Distortion <0.65dB					
36	<b>Microphone</b> Wireless Microphone/Vocal System Available Transmitter Form factors: Handheld SVX4 Diversity Receiver Up to 8 selectable channels Up to 4 compatible systems* Antenna Switching Diversity Adjustable Squelch Level 1/4" and XLR output	un	1	17,000.00	17,000.00	30 calendar days upon receipt of NTP
37	<b>Monitor</b> 24" -24" Full HD Monitor with SuperClear® IPS panel technology -1920x1080 FHD resolution -Connector: VGA: 1 ; 3.5mm Audio Out: 1 ; HDMI 1.4: 1 ; wall mount VESA compatible: 100x100mm	pc	1	9,600.00	9,600.00	30 calendar days upon receipt of NTP
38	<b>Monitor</b> Device Type: LED edgelight system, Native Resolution: 1920 x 1080 @ 60hz, Brightness: 250cd/m2 (typical), Aspect Ratio: 16:9 Pixel Pitch: 0.249 x 0.241 mm, Input Connectors: 1 x HDMI (HDCP1.4) port, 1 x VGA	un	1	10,000.00	10,000.00	60 calendar days upon receipt of NTP
39	<b>Monitor</b> LED Monitor brand new, branded 23.8-inch, 1920 x 1080, IPS, LED Edgelight System, Antiglare with 3H hardness Panel Type: IPS Aspect Ratio: 16:9 Native Resolution: 1920 x 1080 at 75 Hz Pixel Pitch: 0.2745 x 0.2745 mm	un	1	10,000.00	10,000.00	30 calendar days upon receipt of NTP
40	<b>Mouse</b> Color: White Multi-Touch Surface Size and Weight: Height: 2.16 cm (0.85 inches) Width: 5.71 cm (2.25 inches) Depth: 11.35 cm (4.47 inches) Weight: 0.099 kg (0.22 pounds) Multi-Touch Connections Lightning port, wireless	un	4	4,350.00	17,400.00	30 calendar days upon receipt of NTP
41	<b>NETWORK ATTACHED STORAGE</b>	pc	1	80,000.00	80,000.00	30 calendar

	4-BAY NETWORK ATTACHED STORAGE; WITH FOUR PIECES 4TB INTERNAL HARD DRIVES *see full specifications attached					days upon receipt of NTP
42	<b>NETWORK ATTACHED STORAGE (NAS)</b> CPU -CPU Model: Realtek RTD1296 -CPU Architecture: 64-bit -CPU Frequency: 4-core 1.4 GHz Storage -Drive Bays: 4 -Compatible Drive Type: 3.5" SATA HDD ; 2.5" SATA HDD ; 2.5" SATA SSD	pc	1	21,600.00	21,600.00	30 calendar days upon receipt of NTP
43	<b>Pencil for Tablet</b> (Branded) Length: 6.53 inches (166 mm) Diameter: 0.35 inch (8.9 mm) Weight: 0.73 ounce (20.7 grams) Connections Bluetooth, Other Features: Magnetically attaches and pairs, latest generation, compatible with Apple Ipad	pc	4	10,000.00	40,000.00	30 calendar days upon receipt of NTP
44	<b>Pen Tablet</b> Display: Dimensions: 346.2x209x12mm; Work Area: 263.23x148.07; Display Resolution: 1920x1080; Stylus: X3 Elite; Resolution 5080 LPI; Compatibility: Win 10/11; Mac OS X (10.10 or later); Android (USB3.1); Chrome OS 88 or later	pc	5	16,000.00	80,000.00	60 calendar days upon receipt of NTP
45	<b>Portable External SSD</b> Capacity 1TB Interface USB 3.2 Gen 2, Connector USB-C, Compatibility: -USB 3.2 Gen 2 (10Gb/s), USB 3.0, USB 2.0 Dimensions (L x W x H): 8.95mm x 52.42mm x 100.54mmIn	pc	2	9,000.00	18,000.00	30 calendar days upon receipt of NTP
46	<b>Portable Power Station</b> Rated Input: 800W Battery Type: Lead-Acid Battery Cap. 40,000mAh Output 1: 12v DC Sockets Output 2: 220V AC Outlet Output 3: 5V 2.1A USB Sockets Operating Temp: 0-60° C Dimension: 31×26.5×30cm,	un	1	30,000.00	30,000.00	30 calendar days upon receipt of NTP

	with charging adapter and complete accessories					
47	<b>Printer</b> Print, Scan, Copy, Wi-fi direct with ink tank, Maximum copy size: A4, Letter, Max Copy Resolution: 600 x 600 dpi, Scanner Type: Flatbed colour image scanner	un	1	14,000.00	14,000.00	60 calendar days upon receipt of NTP
48	<b>Projector</b> DLP Projector, brand new, branded Projection System: 3LCD Technology, RGB liquid crystal shutter LCD Panel: 0.55 inch with MLA (D10) Image Colour Light Output : 3,500 Lumen- 2,230 Lumen (economy)	un	1	45,164.00	45,164.00	60 calendar days upon receipt of NTP
49	<b>Projector</b> Interactive Projector, brand new, branded 3,600 lumens of color/white brightness*3 Full HD 1080p* display; project 16:9 and 16:6 images 20,000-hour laser light source*4 Time-saving installation Finger touch and pen interactivity	un	1	150,000.00	150,000.00	60 calendar days upon receipt of NTP
50	<b>Projector</b> LCD Projector, brand new, branded 3,800 lumens of color and white brightness1 Native XGA resolution and 4:3 performance Long lamp life up to 12,000 hours in ECO Mode Built-in Moderator function3 for easy	un	1	30,000.00	30,000.00	60 calendar days upon receipt of NTP
51	<b>Router</b> 5 port Gigabit Wireless dual chain, dual-band router with POE in and out Architecture: ARM 32bit CPU: IPQ-4019 CPU core count: 4 With Router OS	pc	11	9,000.00	99,000.00	30 calendar days upon receipt of NTP
52	<b>Router</b> AX6000 Dual-Band Wi-Fi speed boosted by 1024QAM, wireless speed up to 5952 Mbps: 4804 Mbps (5 GHz) and 1148 Mbps (2.4 GHz), 2.5Gbps	un	1	20,000.00	20,000.00	30 calendar days upon receipt of NTP

	WAN port, 8 Gigabit LAN ports, and 2 USB 3.0 in Type A and Type C, Highly Efficient OFDMA, Downlink and uplink MU-MIMO5 are both supported, 1GB RAM and 128MB Flash, 12V 4A power supply, 8x high-performance external antennas					
53	<b>Router</b> Heavy-duty 1U Home Router with USB 3.0, 1G and 2.5G Ethernet and a 10G SFP+ cage Architecture: ARM 64bit CPU: 88F7040 CPU core count: 4 CPU nominal frequency: 350-1400 (auto) MHz	un	2	18,000.00	36,000.00	30 calendar days upon receipt of NTP
54	<b>Router</b> Mid-Range Office Wi-Fi Router Type: AX5400 Dual Band, Gigabit, 4T4R MU-MIMO, WiFi 6, OFDMA, USB3.0; LAN Ports:at least 4x RJ45 10/100/1000Mbps;WAN Ports:at least 1x RJ45 10/100/1000Mbps;WiFi:at least 802.11 b/g/n/a/ac/ax;	un	1	8,000.00	8,000.00	30 calendar days upon receipt of NTP
55	<b>Router</b> Wireless Access Point Dual Band 2.4Ghz/5Ghz Ceiling or wall mounted Ram: 128 MB Dimensions: Round case: 136mm, height: 30mm, Square Case: 145x145x30mm	pc	1	5,000.00	5,000.00	30 calendar days upon receipt of NTP
56	<b>Router Board</b> Router Board Rourter OS, 8-port, ARM 64bit	pc	1	20,000.00	20,000.00	30 calendar days upon receipt of NTP
57	<b>Scanner</b> Flatbed: ADF Up to 600 x 600 dpi (color and mono, ADF); up to 1200 x 1200 dpi (color and mono, flatbed -USB 2.0 and USB 3.0 (Superspeed): Bulit-in Fast Ethernet 10/100/1000 Base-TX network port	un	1	55,000.00	55,000.00	60 calendar days upon receipt of NTP
58	<b>Scanner</b> Scanner Type: ADF, Duplex Scanning Modes: Color,	un	2	56,500.00	113,000.00	60 calendar days upon

	Grayscale, Monochrome, Automatic Image Sensor: CIS (contact Image Sensor) x 2 (front /back) light Source: 3 color LED (red/green/blue) optical resolution: 600 dpi					receipt of NTP
59	<b>Sound System</b> Wall Mount Speaker, brand new, branded SuperDispersion 360 x 180 Omni Directional Coverage Powerful – 160 Watts at 8 Ohms, 64 Watts at 70 Volts Tabletop amplifier with MP3 Player, FM Radio & Bluetooth Dual-channel	set	1	50,000.00	50,000.00	60 calendar days upon receipt of NTP
60	<b>Tablet</b> (Branded) Finish: 1 Space Gray Capacity: 256gb, 8C CPU, 8C graphics, 8GB RAM, 12MP wide camera, Size and weight: 247.6mm x 178.5mm, 10.9 inch display USB-C Charge cable 20W USB-C Power Adapter With Screen Protector and Case	un	4	58,500.00	234,000.00	60 calendar days upon receipt of NTP
61	<b>Tablet</b> Drawing Tablet, brand new, branded Display Size/Resolution: 15.6in/Full HD 1920x1080 Power Consumption: Power ON mode (MAX): 27W Power OFF mode: 0.5W or lower Connectivity: 3 in 1 cable (w/ HDMI14, USB 2.0 and AC adapter)	un	1	50,000.00	50,000.00	60 calendar days upon receipt of NTP
62	<b>UPS</b> Computer or Office UPS Type:High quality, Line-Interactive UPS with MPC, built-in AVR, universal outlets, LED indicators, audible alarm, Output capacity:at least 1500VA / 900W;Interface:at least four (4) universal outlets;	un	1	5,000.00	5,000.00	30 calendar days upon receipt of NTP
63	<b>UPS</b> Uninterruptible Power Supply High quality, Line interactive UPS with MPC, Built-in AVR, Universal outlets, LED display	un	1	7,500.00	7,500.00	30 calendar days upon receipt of NTP

	indicators, audible alarm, 2000VA/1200W, 240V,12V/9Ah x2, with built-in safety fuse or circuit breaker, over charge, over discharge, surge, short, overload protections					
64	<b>Storage Drive</b> NAS Diskstation 2x 3.5/2.5" SATA HDD/SSD Drive Bays, 2xGigabit Ethernet port, 2GB of DDR4 RAM, 2.0 Ghz Dual-Core processor, includes 2x 4TB 5400 rpm NAS Storage Drives	set	10	36,000.00	360,000.00	30 calendar days upon receipt of NTP
65	<b>USB Adapter</b> 7-in-1 USB C adapter for: HDTV, USB 2, 2 USB C Female Port, USB C male, SD/TF Card Reader	pc	4	2,500.00	10,000.00	30 calendar days upon receipt of NTP
66	<b>USB Adapter</b> USB C Multiport Adapter, 10 in 1 USB C Dongle Ethernet Docking Station with 4K HDMI VGA 100W Power Delivery 3 USB 3.0 Ports 3.5mm Audio Jack SD TF Card Reader	un	10	3,500.00	35,000.00	30 calendar days upon receipt of NTP
67	<b>USB Charger</b> Adaptive Fast Charger, Micro-USB, 15W Input: 12-24VDC, 9.0V=1.67A, 5.0V=2.0A Compatible with Samsung Android Tablet	pc	4	1,300.00	5,200.00	30 calendar days upon receipt of NTP
68	<b>USB Hub</b> USB 3.0 hub, multi-function - USB 3.0 2.0 HUB 6 Ports 6 in 1 OTG USB to Micro B SD TF USB 3.0 High Speed Charging Docking Station, - INTERFACE TYPE: USB3.0*3/Micro-B/TF/SD	pc	4	750.00	3,000.00	30 calendar days upon receipt of NTP
69	<b>USB Hub</b> USB-C Hubs with ports for: TF/SD Card HDMI-compatible 4K Port VGA USB 3.0 (at least 2) 3.5mm Audio Output USB-C charging port	pc	4	2,000.00	8,000.00	30 calendar days upon receipt of NTP
70	<b>USB Switch</b> USB KVM switch, 2 port VGA	pc	1	1,400.00	1,400.00	30 calendar

	- INTERFACE TYPE: VGA Female/USB-B Female/USB2.0 A Female - Transmission Direction: VGA 2 IN 1 OUT - Resolution: 1920*1440@60Hz Resolution - Transmission Up to 28M					days upon receipt of NTP
71	<b>VGA Cable</b> 10M - support 1920*1200 @60Hz, Tinned Copper, 30AWG, PVC jacket with AL- Mylar Shield, HDB-15 male connectors, bend radius of 60 degrees	pc	1	1,000.00	1,000.00	30 calendar days upon receipt of NTP
72	<b>Web Cam</b> Full HD, USB Camera; 1080P HD output; built-in microphone; plug-and-play via USB 2.0 protocol	pc	4	3,600.00	14,400.00	30 calendar days upon receipt of NTP

## LOT 4 – IT ACCESSORIES (NRCP)

Item Number	Description	UOM	Quantity	Unit Cost	Total Cost	Delivered, Weeks/Months
73	<b>External Hard Drive</b> Portable external hard drive, Capacity 1TB, InterfaceUSB 3.2 Gen 2, ConnectorUSB-C, Compatibility: - USB 3.2 Gen 2 (10Gb/s), USB 3.0, USB 2.0 Dimensions (L x W x H): 8.95mm x 52.42mm x 100.54mmIn	pc	2	9,000.00	18,000.00	30 calendar days upon receipt of NTP
74	<b>Flash Drive</b> 128 GB flash drive with password protect Dimensions (LxWxH) 0.26" x 1.67" x 0.52", SEQUENTIAL READ PERFORMANCE Up to 150MB/s, metal casing.	pc	3	2,000.00	6,000.00	30 calendar days upon receipt of NTP
75	<b>SD Cards</b> 64 GB SD Cards, Compatible with SDXC and SDXC UHS-I enabled host devices, Up to 200MB/s, Dimensions: 2.17mm x 23.91mm x 31.92mm	pc	3	2,000.00	6,000.00	30 calendar days upon receipt of NTP



## ***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.

# Technical Specifications

Item	Specifications	Binding Type  Statement of Compliance <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>
<b>LOT 1 – IT EQUIPMENT (MULAT-BLISST)</b>		

1	<b>Desktop Computer</b> All-In-One Desktop or High-Performance Desktop Profile at least 6C/12T or 8C/8-16T, 6-10MB cache, upto 3-5Ghz at least 16GB DDR4 at least 512GB SSD M.2 2280 PCIe 3.0 NVMe+2TB HDD at least 6GB discrete GPU at least 27" LED IPS FullHD 1080p at least 720p-1080p HD webcam at least stereo or dual-stereo speakers at least mono or stereo mic at least Gigabit Ethernet RJ45 LAN, WiFi 6/b/g/n, BT at least licensed Windows 10 64-bit at least non-subscription, licensed Office 2021 at least USB wired Mouse, USB wired Keyboard at least USB 3.x, USB 2.x, 3.5mm combo audio, HDMI in/out, card reader ports at least 2000VA/1200W UPS, 220V with universal outlets at least 36 months manufacturers warranty, NBD support	
<b>LOT 2 – IT EQUIPMENT &amp; ACCESSORIES (GF &amp; LMS)</b>		
2	<b>Battery</b> Battery unit for ACER F5-573G-787N Model No. N16Q2 DC Rating: 19V = 3.42A	
3	<b>Camera</b> Document Camera, brand new, branded Size: D x W x H (when folded): 4.57"x 4.25" x 12.68" (11.6 x 10.8 x 32.2cm) Weight: 2.58lbs (1.17kg) Resolution: 8.0 Megapixel Full autofocus lens High definition resolutions – up to 3264 x 2448	
4	<b>Flash Drive</b> USB Flashdrive Capacity: 32GB Capacity Interface: USB 3.0 Transfer rate: up to 150 MB/s Device/OS compatibility: Windows 2000 or later, Mac OS 10.4 or later	
5	<b>HDMI Converter</b> HDMI to VGA converter with Audio; Support up to 1920x1080(60Hz); Input interface: HDMI Male; Micro USB female;	

6	<b>Headphones</b> Wireless Headphones w/ microphone, brand new, branded HEADPHONE TYPE: Dynamic DRIVER UNIT: 30 mm (Dome Type) MAGNET: Neodymium IMPEDANCE (OHM): 37 ohm DIAPHRAGM: PET FREQUENCY RESPONSE (BLUETOOTH® COMMUNICATION): 20 Hz -20,000 Hz	
7	<b>Headset</b> Wearing style: Head-band - Recommended usage: Office/Call center - Connectivity technology: Wireless - Bluetooth profiles: A2DP - Wireless range: 30 m - Ear coupling: Supra-aural - Noise reduction type: Active, Talk time: 12 h. Weight: 155 g	
8	<b>Keyboard</b> Keyboard unit for ACER F5-573G-787N Model No. N16Q2 DC Rating: 19V = 3.42A	
9	<b>Mouse</b> Wireless Mouse Type: Wireless Connection: 2.4G Hz Operating Range: 10-15m Ergonomic Design: Symmetric Sensor: Optical Resolution: 1200 DPI Report Rate: 125Hz Buttons No.: 3 Receiver: Nano USB Receiver Battery: 1AA Battery	
10	<b>Printer</b> All-in-One Ink Tank Printer Print, Scan Copy, Continuous Printer Maximum Resolution: 5760 x 1440 dpi Draft, A4 (Black / Colour): Up to 33.0 ppm / 15.0 ppm*2	
11	<b>Printer</b> All in one functions, print, scan, copy, fax; all in one tank with ADF, Wi-fi Multi-functional integrated; 180 nozzle black, 59 nozzles per color, 5760 x 1440 DPI	
12	<b>Printer</b> Inkjet printer with Scanner, brand new, branded Printer Type: Print, Scan, Copy, Fax with ADF Print Method: On-demand inkjet (Piezoelectric) Printer Language: ESC/P-R, ESC/P Raster, 5760 x 1440 dpi, 1200x2400dpi optical resolution, USB, LAN, Wi-Fi,, WiFi-Direct	
13	<b>Printer</b> Printer with scanner - Printing Method: PresicionCore printhead - Printer Language: ESC/P-R, ESC/P Raster - Nozzle Configuration: 400 x 1 nozzles Black, 128 x 1 per Color (Cyan, Color, Magenta) - Maximum Resolution: 4800 x 1200 dpi	

14	<b>Router</b> Powerful dual band 2.4Ghz/5Ghz wireless AP for mounting on ceiling or wall, brand new, branded Architecture: ARM 32bit CPU: IPQ-4018 CPU core count: 4 CPU nominal frequency: 716 MHz Dimensions: Round case: diameter: 136 mm	
15	<b>Router</b> Tri-band (one 2.4 GHz & two 5 GHz) home access point with meshing technology brand new, branded Architecture: ARM 32bit CPU: IPQ-4019 CPU Core: 4 CPU Freq: 716Mhz	
16	<b>UPS</b> Uninterruptible Power Supply High quality, Line interactive UPS with MPC, Built-in AVR, Universal outlets, LED display indicators, audible alarm, 2000VA/1200W, 240V,12V/9Ah x2, with built-in safety fuse or circuit breaker, over charge, over discharge, surge, short, overload protections	
17	<b>USB Hub</b> USB 3.x 4-port portable USB hub; 5Gbps data transfer speed, simultaneous device access, over-voltage and over-current protections, multi-shielded, 15cm cable length, ABS construction	
18	<b>USB Hub</b> USB-C and USB-A 3.x 4-port portable USB hub; 5Gbps data transfer speed, simultaneous device access, over-voltage and over-current protections, multi-shielded, 15cm cable length, ABS construction	
<b>LOT 3 – IT EQUIPMENT &amp; ACCESSORIES (UG-TFI)</b>		
19	<b>Battery</b> Sealed lead acid battery for UPS, 12V, 7AH-9AH, Dimension:(H x W x D) mm : 93 x 64 x 150	
20	<b>Desktop Computer</b> All-In-One, Core i7-1165G7, 8GB RAM, 256GB M.2 PCIE NVME+1TB HDD, 2GB GPU, Win10, 23.8" FHD (1920x1080) display, with wireless keyboard and mouse, with licensed Office2021 and 2000VA UPS	
21	<b>Desktop Computer</b> All-In-One Desktop or High-Performance Desktop Profile at least 6C/12T or 8C/8-16T, 6-10MB cache, upto 3-	

	<p>5Ghz  at least 16GB DDR4  at least 512GB SSD M.2 2280 PCIe 3.0 NVMe+2TB HDD  at least 4GB discrete GPU  at least 24" LED IPS FullHD 1080p  at least 720p-1080p HD webcam  at least stereo or dual-stereo speakers  at least mono or stereo mic  at least Gigabit Ethernet RJ45 LAN, WiFi 6/b/g/n, BT  at least licensed Windows 10 64-bit  at least non-subscription, licensed Office 2021  at least USB wired Mouse, USB wired Keyboard  at least USB 3.x, USB 2.x, 3.5mm combo audio, HDMI in/out, card reader ports  at least 2000VA/1200W UPS, 220V with universal outlets  at least 36 months manufacturers warranty, NBD support<sup>2</sup></p>	
22	<p><b>Desktop Computer</b>  All-In-One Desktop or High-Performance Desktop Profile  at least 6C/12T or 8C/8-16T, 6-10MB cache, upto 3-5Ghz  at least 32GB DDR4  at least 1024GB SSD M.2 2280 PCIe 3.0 NVMe+2TB HDD  at least 8GB discrete GPU  at least 27" LED IPS FullHD 1080p Touchscreen  at least 720p-1080p HD webcam  at least stereo or dual-stereo speakers  at least mono or stereo mic  at least Gigabit Ethernet RJ45 LAN, WiFi 6/b/g/n, BT  at least licensed Windows 10 64-bit  at least non-subscription, licensed Office 2021  at least USB wired Mouse, USB wired Keyboard  at least USB 3.x, USB 2.x, 3.5mm combo audio, HDMI in/out, card reader ports  at least 2000VA/1200W UPS, 220V with universal outlets  at least 36 months manufacturers warranty, NBD support</p>	
23	<p><b>Extension Cord</b>  16 GANG UNIVERSAL TOWER EXTENSION CORD •  Safety shutter protection • Resistant to pressure, heat and moisture • Unique design suited for office or home use •  Lightning protection series</p>	
24	<p><b>Extension Cord</b>  EXTENSION WHEEL 10A 2500W • Universal heavy duty outlets • 10 Meters cord length • With overheating protection button • Power leakage/surge protector safety breaker • Rapid flame retardant</p>	

25	<b>HDMI Cable</b> 5M -Flat (Blue Black Head flat Cable): -Two-cokor injection plug Douvle shielded cable body HDMI 1.4 Version - Resolution:1080P@60Hz -AWG:30AWG	
26	<b>HDMI Cable</b> 10M -18 Gbps bandwidth support 3840*2160 @60Hz High Dynamic Range (HDR) video dynamic 4K@60Hz gaming - Dolby True HD 7.1 audio and 3D resolution up to 1080P Full HD at 120 Hz	
27	<b>HDMI KVM Switch</b> 2 port 4k USB switch KVM VGA switcher HDMI	
28	<b>Headset</b> Wearing style: Head-band - Recommended usage: Office/Call center - Connectivity technology: Wireless - Bluetooth profiles: A2DP - Wireless range: 30 m - Ear coupling: Supra-aural - Noise reduction type: Active, Talk time: 12 h. Weight: 155 g	
29	<b>Hub Expansion Dock</b> 11 in 1 Input: Type C Output: Type C (onlyCharg)+USB3.0+HDMI 4K+VGA+PD+Audio 3.5+SD/TF+RJ45 Gigabit 1.HDMI:4K*2K(3840*2160)30HZ and 4K*2K(3840*2160)60HZ are available , downwards compatible with 1080P	
30	<b>Hub Expansion Dock</b> 11 in 1 Input: USB 3.0 Output: Type C (onlyCharg)+USB3.0+HDMI 4K+VGA+PD+Audio 3.5+SD/TF+RJ45 Gigabit 1.HDMI:4K*2K(3840*2160)30HZ and 4K*2K(3840*2160)60HZ are available , downwards compatible with 1080P	
31	<b>Keyboard</b> Keyboard with Numeric Keypad - US English Color: White Lightning to USB Cable Height: 0.16–0.43 inch (0.41–1.09 cm) Width: 16.48 inches (41.87 cm)	
32	<b>Keyboard</b> Smart Keyboard Folio (branded) for Tablet, compatible with Apple Ipad	
33	<b>LAN Cable</b> branded, high quality, CAT 5e UTP LAN cable, AWG24 8C, gray color, 305M	

34	<b>Laptop</b> Essential Laptop Profile at least 2C/4T or 4C/4T, 3-4MB cache, upto 3-4Ghz at least 8GB DDR4 at least 256GB SSD M.2 PCIe 3.0 NVMe or 240GB SSD+1TB HDD at least 2GB discrete GPU or multipipeline (48-80EU) iGPU or multicore iGPU at least 14" LED IPS FullHD 1080p, 220-400nits at least built-in VGA or 720p HD at least built-in stereo at least built-in mono at least built-in RJ45 LAN, WiFi b/g/n, BT at least licensed Windows 10 64-bit at least non-subscription, licensed Office 2019 at least backlit keyboard with multitouch trackpad at least USB 3.x, USB C, 3.5mm combo audio	
35	<b>Microphone</b> Wireless Lapel Microphone 20 Selectable Frequencies UHF Frequencies 683.1 to 695.1 MHz Oscillation Mode DSP chips Frequency Locking Freq. Stability +10ppm *RF Efficiency 10dBm Freq. Range: 45Hz-18kHz Distortion <0.65dB	
36	<b>Microphone</b> Wireless Microphone/Vocal System Available Transmitter Form factors: Handheld SVX4 Diversity Receiver Up to 8 selectable channels Up to 4 compatible systems* Antenna Switching Diversity Adjustable Squelch Level 1/4" and XLR output	
37	<b>Monitor</b> 24" -24" Full HD Monitor with SuperClear® IPS panel technology -1920x1080 FHD resolution -Connector: VGA: 1 ; 3.5mm Audio Out: 1 ; HDMI 1.4: 1 ; wall mount VESA compatible: 100x100mm	
38	<b>Monitor</b> Device Type: LED edgelight system, Native Resolution: 1920 x 1080 @ 60hz, Brightness: 250cd/m2 (typical), Aspect Ratio: 16:9 Pixel Pitch: 0.249 x 0.241 mm, Input Connectors: 1 x HDMI (HDCP1.4) port, 1 x VGA	
39	<b>Monitor</b> LED Monitor brand new, branded 23.8-inch, 1920 x 1080, IPS, LED	

	Edgelight System, Antiglare with 3H hardness Panel Type: IPS Aspect Ratio: 16:9 Native Resolution: 1920 x 1080 at 75 Hz Pixel Pitch: 0.2745 x 0.2745 mm	
40	<b>Mouse</b> Color: White Multi-Touch Surface Size and Weight: Height: 2.16 cm (0.85 inches) Width: 5.71 cm (2.25 inches) Depth: 11.35 cm (4.47 inches) Weight: 0.099 kg (0.22 pounds) Multi-Touch Connections Lightning port, wireless	
41	<b>NETWORK ATTACHED STORAGE</b> 4-BAY NETWORK ATTACHED STORAGE; WITH FOUR PIECES 4TB INTERNAL HARD DRIVES *see full specifications attached	
42	<b>NETWORK ATTACHED STORAGE (NAS)</b> CPU -CPU Model: Realtek RTD1296 -CPU Architecture: 64-bit -CPU Frequency: 4-core 1.4 GHz Storage -Drive Bays: 4 -Compatible Drive Type: 3.5" SATA HDD ; 2.5" SATA HDD ; 2.5" SATA SSD	
43	<b>Pencil for Tablet</b> (Branded) Length: 6.53 inches (166 mm) Diameter: 0.35 inch (8.9 mm) Weight: 0.73 ounce (20.7 grams) Connections Bluetooth, Other Features: Magnetically attaches and pairs, latest generation, compatible with Apple Ipad	
44	<b>Pen Tablet</b> Display: Dimensions: 346.2x209x12mm; Work Area: 263.23x148.07; Display Resolution: 1920x1080; Stylus: X3 Elite; Resolution 5080 LPI; Compatibility: Win 10/11; Mac OS X (10.10 or later); Android (USB3.1); Chrome OS 88 or later	
45	<b>Portable External SSD</b> Capacity 1TB Interface USB 3.2 Gen 2, Connector USB-C, Compatibility: -USB 3.2 Gen 2 (10Gb/s), USB 3.0, USB 2.0 Dimensions (L x W x H): 8.95mm x 52.42mm x 100.54mm In	
46	<b>Portable Power Station</b> Rated Input: 800W Battery Type: Lead-Acid Battery Cap. 40,000mAh Output 1: 12v DC Sockets Output 2: 220V AC Outlet Output 3: 5V 2.1A USB Sockets Operating Temp: 0-60° C Dimension: 31x26.5x30cm, with charging adapter and complete accessories	
47	<b>Printer</b> Print, Scan, Copy, Wi-fi direct with ink tank, Maximum	

	copy size: A4, Letter, Max Copy Resolution: 600 x 600 dpi, Scanner Type: Flatbed colour image scanner	
48	<b>Projector</b> DLP Projector, brand new, branded Projection System: 3LCD Technology, RGB liquid crystal shutter LCD Panel: 0.55 inch with MLA (D10) Image Colour Light Output : 3,500 Lumen- 2,230 Lumen (economy)	
49	<b>Projector</b> Interactive Projector, brand new, branded 3,600 lumens of color/white brightness*3 Full HD 1080p* display; project 16:9 and 16:6 images 20,000-hour laser light source*4 Time-saving installation Finger touch and pen interactivity	
50	<b>Projector</b> LCD Projector, brand new, branded 3,800 lumens of color and white brightness1 Native XGA resolution and 4:3 performance Long lamp life up to 12,000 hours in ECO Mode Built-in Moderator function3 for easy	
51	<b>Router</b> 5 port Gigabit Wireless dual chain, dual-band router with POE in and out Architecture: ARM 32bit CPU: IPQ-4019 CPU core count: 4 With Router OS	
52	<b>Router</b> AX6000 Dual-Band Wi-Fi speed boosted by 1024QAM, wireless speed up to 5952 Mbps: 4804 Mbps (5 GHz) and 1148 Mbps (2.4 GHz), 2.5Gbps WAN port, 8 Gigabit LAN ports, and 2 USB 3.0 in Type A and Type C, Highly Efficient OFDMA, Downlink and uplink MU-MIMO5 are both supported, 1GB RAM and 128MB Flash, 12V 4A power supply, 8x high-performance external antennas	
53	<b>Router</b> Heavy-duty 1U Home Router with USB 3.0, 1G and 2.5G Ethernet and a 10G SFP+ cage Architecture: ARM 64bit CPU: 88F7040 CPU core count: 4 CPU nominal frequency: 350-1400 (auto) MHz	
54	<b>Router</b> Mid-Range Office Wi-Fi Router Type: AX5400 Dual Band, Gigabit, 4T4R MU-MIMO, WiFi 6, OFDMA, USB3.0; LAN Ports:at least 4x RJ45 10/100/1000Mbps;WAN Ports:at least 1x RJ45 10/100/1000Mbps;WiFi:at least 802.11 b/g/n/a/ac/ax;	

55	<b>Router</b> Wireless Access Point Dual Band 2.4Ghz/5Ghz Ceiling or wall mounted Ram: 128 MB Dimensions: Round case: 136mm, height: 30mm, Square Case: 145x145x30mm	
56	<b>Router Board</b> Router Board Router OS, 8-port, ARM 64bit	
57	<b>Scanner</b> Flatbed: ADF Up to 600 x 600 dpi (color and mono, ADF); up to 1200 x 1200 dpi (color and mono, flatbed - USB 2.0 and USB 3.0 (Superspeed): Built-in Fast Ethernet 10/100/1000 Base-TX network port	
58	<b>Scanner</b> Scanner Type: ADF, Duplex Scanning Modes: Color, Grayscale, Monochrome, Automatic Image Sensor: CIS (contact Image Sensor) x 2 (front /back) light Source: 3 color LED (red/green/blue) optical resolution: 600 dpi	
59	<b>Sound System</b> Wall Mount Speaker, brand new, branded SuperDispersion 360 x 180 Omni Directional Coverage Powerful – 160 Watts at 8 Ohms, 64 Watts at 70 Volts Tabletop amplifier with MP3 Player, FM Radio & Bluetooth Dual-channel	
60	<b>Tablet</b> (Branded) Finish: 1 Space Gray Capacity: 256gb, 8C CPU, 8C graphics, 8GB RAM, 12MP wide camera, Size and weight: 247.6mm x 178.5mm, 10.9 inch display USB-C Charge cable 20W USB-C Power Adapter With Screen Protector and Case	
61	<b>Tablet</b> Drawing Tablet, brand new, branded Display Size/Resolution: 15.6in/Full HD 1920x1080 Power Consumption: Power ON mode (MAX): 27W Power OFF mode: 0.5W or lower Connectivity: 3 in 1 cable (w/ HDMI14, USB 2.0 and AC adapter)	
62	<b>UPS</b> Computer or Office UPS Type:High quality, Line-Interactive UPS with MPC, built-in AVR, universal outlets, LED indicators, audible alarm, Output capacity:at least 1500VA / 900W;Interface:at least four (4) universal outlets;	

63	<b>UPS</b> Uninterruptible Power Supply High quality, Line interactive UPS with MPC, Built-in AVR, Universal outlets, LED display indicators, audible alarm, 2000VA/1200W, 240V, 12V/9Ah x2, with built-in safety fuse or circuit breaker, over charge, over discharge, surge, short, overload protections	
64	<b>Storage Drive</b> NAS Diskstation 2x 3.5/2.5" SATA HDD/SSD Drive Bays, 2xGigabit Ethernet port, 2GB of DDR4 RAM, 2.0 Ghz Dual-Core processor, includes 2x 4TB 5400 rpm NAS Storage Drives	
65	<b>USB Adapter</b> 7-in-1 USB C adapter for: HDTV, USB 2, 2 USB C Female Port, USB C male, SD/TF Card Reader	
66	<b>USB Adapter</b> USB C Multiport Adapter, 10 in 1 USB C Dongle Ethernet Docking Station with 4K HDMI VGA 100W Power Delivery 3 USB 3.0 Ports 3.5mm Audio Jack SD TF Card Reader	
67	<b>USB Charger</b> Adaptive Fast Charger, Micro-USB, 15W Input: 12-24VDC, 9.0V=1.67A, 5.0V=2.0A Compatible with Samsung Android Tablet	
68	<b>USB Hub</b> USB 3.0 hub, multi-function -USB 3.0 2.0 HUB 6 Ports 6 in 1 OTG USB to Micro B SD TF USB 3.0 High Speed Charging Docking Station, -INTERFACE TYPE: USB3.0*3/Micro-B/TF/SD	
69	<b>USB Hub</b> USB-C Hubs with ports for: TF/SD Card HDMI-compatible 4K Port VGA USB 3.0 (at least 2) 3.5mm Audio Output USB-C charging port	
70	<b>USB Switch</b> USB KVM switch, 2 port VGA - INTERFACE TYPE: VGA Female/USB-B Female/USB2.0 A Female - Transmission Direction: VGA 2 IN 1 OUT - Resolution: 1920*1440@60Hz Resolution - Transmission Up to 28M	
71	<b>VGA Cable</b> 10M - support 1920*1200 @60Hz, Tinned Copper, 30AWG, PVC jacket with AL-Mylar Shield, HDB-15 male connectors, bend radius of 60 degrees	

72	<b>Web Cam</b> Full HD, USB Camera; 1080P HD output; built-in microphone; plug-and-play via USB 2.0 protocol	
<b>LOT 4 – IT ACCESSORIES (NRCP)</b>		
73	<b>External Hard Drive</b> Portable external hard drive, Capacity 1TB, InterfaceUSB 3.2 Gen 2, ConnectorUSB-C, Compatibility: - USB 3.2 Gen 2 (10Gb/s), USB 3.0, USB 2.0 Dimensions (L x W x H): 8.95mm x 52.42mm x 100.54mmIn	
74	<b>Flash Drive</b> 128 GB flash drive with password protect Dimensions (LxWxH) 0.26" x 1.67" x 0.52", SEQUENTIAL READ PERFORMANCE Up to 150MB/s, metal casing.	
75	<b>SD Cards</b> 64 GB SD Cards, Compatible with SDXC and SDXC UHS-I enabled host devices, Up to 200MB/s, Dimensions: 2.17mm x 23.91mm x 31.92mm	

## ***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);

#### 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, and duly notarized 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 Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (h) 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***

- (i) 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.

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

- (j) *[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.
- (k) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

## **II. FINANCIAL COMPONENT ENVELOPE**

- (a) Original of duly signed and accomplished Financial Bid Form; **and**
- (b) Original of duly signed and accomplished Price Schedule(s).

## ***Section IX. Sample Forms***

### **FORMAT OF BID FORM FOR ALL TYPES OF BIDDERS**

## Bid Form

---

Date: \_\_\_\_\_  
Invitation to Bid<sup>3</sup> N<sup>o</sup>: \_\_\_\_\_

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

Gentlemen and/or Ladies:

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

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

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

We agree to abide by this Bid for the Bid Validity Period specified in BDS provision for **ITB** Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:<sup>4</sup>

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____
(if none, state "None")		

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

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

---

<sup>3</sup> If ADB, JBIC and WB funded projects, use IFB.

<sup>4</sup> Applicable only if the Funding Source is the ADB, JBIC or WB.

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

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

\_\_\_\_\_  
*[signature]*

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

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

### For Goods Offered From Abroad

Name of Bidder \_\_\_\_\_. Invitation to Bid Number \_\_\_\_\_. Page \_\_\_\_ of \_\_\_\_\_.

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

### For Goods Offered From Within the Philippines

Name of Bidder \_\_\_\_\_. Invitation to Bid Number \_\_\_. Page . of \_\_\_\_\_.

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Cost of local labor, raw material, and component <sup>2</sup>	Total price EXW per item (cols. 4 x col. 5)	Unit prices per item final destination and unit price of other incidental services	Sales and other taxes payable per item if Contract is awarded (col 7 x 12%)	Total Price delivered Final Destination (col 8 + col. 9) x col. 4

**Standard Form Number: SF-GOOD-13a**

Revised on: July 28, 2004

**List of all Ongoing Government & Private Contracts including contracts awarded but not yet started**

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

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

Name of Contract/ Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
<u>Government</u>								
<u>Private</u>								
							Total Cost	

Note: This statement shall be supported with:

- 1 Notice of Award and/or Contract/Purchase Order
- 2 Notice to Proceed issued by the owner
- 3 Certificate of Accomplishments signed by the owner or authorized representative

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

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

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

**Standard Form Number: SF-GOOD-13b**

Revised on: July 28, 2004

**Statement of Single Largest Completed Contracts which is similar in nature**

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

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

Name of Contract	a.Owner's Name b.Address c.Telephone Nos.	Nature of Work	Bidder's Role		a.Amount at Award b.Amount at Completion c.Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
<u>Government</u>						
<u>Private</u>						

Note: This statement shall be supported with:

- 1 Contract/Purchase Order
- 2 Certificate of Completion/Official Receipt
- 3 Certificate of Acceptance/Inspection and Acceptance Report

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

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

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

## **FORMAT OF CONTRACT AGREEMENT FORM FOR ALL TYPES OF BIDDERS**

### **Contract Agreement Form**

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between [*name of PROCURING ENTITY*] of the Philippines (hereinafter called “the Entity”) of the one part and [*name of Supplier*] of [*city and country of Supplier*] (hereinafter called “the Supplier”) of the other part:

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

#### **NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

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

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

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

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

**FORMAT OF BID SECURING DECLARATION FOR ALL TYPES OF BIDDERS**

*[Bidder's Letterhead]<sup>1</sup>*

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

X-----X

**BID SECURING DECLARATION**

**Invitation to Bid:** *[Insert Reference number]*

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

I/We<sup>5</sup>, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;

---

<sup>51</sup> Preferred, but not required.

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

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

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

*[Insert  
Bidder:  
Authorized Representative:  
Title / Description:  
Signature:*

]

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of [month] [year], affiant exhibiting to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ .

**NAME OF NOTARY PUBLIC**

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

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

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

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

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

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

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

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

## **FORMAT OF OMNIBUS SWORN STATEMENT**

### **Omnibus Sworn Statement**

---

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

#### **AFFIDAVIT**

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

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

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

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

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

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

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

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

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

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized

representative(s) to verify all the documents submitted;

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

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

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

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

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

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

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

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

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

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

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

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

