PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of GOODS

Government of the Republic of the Philippines

Procurement of ICT Equipment, software and peripherals for various divisions for Q4
IB Nos. 21-11-38

Department of Science and Technology-Philippine Council for Agriculture, Aquatic, and Natural Resources Research and Development (DOST-PCAARRD)

Sixth Edition
July 2020

Table of Contents

Glossary of Acronyms, Terms, and Abbreviations ……2
Section I. Invitation to Bid…..……..5
Section II. Instructions to Bidders……....7
1. Scope of Bid …… 7
2. Funding Information…… 7
3. Bidding Requirements …… 7
4. Corrupt, Fraudulent, Collusive, and Coercive Practices 7
5. Eligible Bidders…… 7
6. Origin of Goods …….. 8
7. Subcontracts …… 8
8. Pre-Bid Conference …… 9
9. Clarification and Amendment of Bidding Documents …… 9
10. Documents comprising the Bid: Eligibility and Technical Components ……. 9
11. Documents comprising the Bid: Financial Component ……... 9
12. Bid Prices ……10
13. Bid and Payment Currencies ……10
14. Bid Security …… 11
15. Sealing and Marking of Bids ……11
16. Deadline for Submission of Bids …… 11
17. Opening and Preliminary Examination of Bids …….. 11
18. Domestic Preference ……12
19. Detailed Evaluation and Comparison of Bids …… 12
20. Post-Qualification …… 12
21. Signing of the Contract ……12
Section III. Bid Data Sheet ……..14
Section IV. General Conditions of Contract ……...……..18
1. Scope of Contract …… 18
2. Advance Payment and Terms of Payment …….. 18
3. Performance Security …… 18
4. Inspection and Tests …… 18
5. Warranty …… 19
6. Liability of the Supplier …….. 19
Section V. Special Conditions of Contract ……20
Section VI. Schedule of Requirements ……....22
Section VII. Technical Specifications ……..……..……25
Section VIII. Checklist and Guidelines of Submission of Technical and Financial Documents ……..……..……..……...40

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.

OFFICE OF THE EXECUTIVE DIRECTOR
Administration, Resource Management and Support Services

November 12, 2021

Section I. Invitation to Bid

INVITATION TO BID FOR PROCUREMENT OF ICT EQUIPMENT, SOFTWARE AND PERIPHERALS FOR VARIOUS DIVISIONS FOR Q4

The Department of Science and Technology-Philippine Council for Agriculture, Aquatic, and Natural Resources Research and Development (DOST-PCAARRD), through the General Appropriations Act FY 2021 intends to apply the sum of **FOUR MILLION SIX HUNDRED EIGHTEEN THOUSAND EIGHT HUNDRED SIXTY NINE PESOS AND 92/100 (PhP4,618,869.92)** being the ABC to payment under the contract for the Procurement of ICT Equipment, Software and Peripherals for Various Divisions for Q4/ IB No. 21-11-38. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The DOST-PCAARRD now invites bids for the above Procurement Project. Delivery of the Goods is required within 30 to 45 calendar days (please see Section VI for details). Bidders should have completed, within twelve (12) months 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).

Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

Prospective Bidders may obtain further information from DOST-PCAARRD and inspect the Bidding Documents at the address given below during 8:00 A.M. to 5:00 P.M.

A complete set of Bidding Documents may be acquired free of charge by interested Bidders on November 16 – December 6, 2021 from the given address and website(s) below.

DOST-PCAARRD will hold a Pre-Bid Conference on November 24, 2021, 1:00 P.M. at DOST-PCAARRD and/or through video conferencing or webcasting via Zoom, which shall be open to prospective bidders.

Paseo de Valmayor, Brgy. Timugan, Los Baños, Laguna, Philippines 4030
Tel. No. (63) (49) 554-9670
Fax No. (63) (49) 536-0016; 536-7922
Manila Liaison Office: 2F Metrology Center, ITDI-DOST, Bicutan, Taguig City, Metro Manila 1631/ Tel. No. (63) (2) 837-1651
E-mail: pcaarrd@pcaarrd.dost.gov.ph / http://www.pcaarrd.dost.gov.ph

Bids must be duly received by the BAC Secretariat through: (i) manual submission at the office address indicated below, (ii) online or electronic submission as indicated below, or (iii) both on or before December 6, 2021, 3:00 P.M. Late bids shall not be accepted.

All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.

Bid opening shall be on December 6, 2021, 3:00 P.M. at the given address below and/or via Zoom. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

The DOST-PCAARRD 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.

For further information, please refer to:

Ms. Elyver B. Maligalig
Head, Secretariat
Bids and Awards Committee
Philippine Council for Agriculture, Aquatic and
Natural Resources Research and Development (PCAARRD)
Paseo de Valmayor, Timugan, Economic Garden
Los Baños, Laguna
Email address: bac@pcaarrd.dost.gov.ph
Telephone No. (63-49) 554-9670
Fax Nos. (63-49) 536-0016/536-7922
Website: http://www.pcaarrd.dost.gov.ph

You may visit the following websites:

For downloading of Bidding Documents:
http://www.pcaarrd.dost.gov.ph/home/portal/index.php/bac/invitation-to-apply-for-eligibility-and-to-bid

SGD. MELVIN B. CARLOS, PhD, CESO IV
Deputy Executive Director III
and Chairperson, BAC

Paseo de Valmayor, Brgy. Timugan, Los Baños, Laguna, Philippines 4030
Tel. No. (63) (49) 554-9670
Fax No. (63) (49) 536-0016; 536-7922
Manila Liaison Office: 2F Metrology Center, ITDI-DOST, Bicutan, Taguig City, Metro Manila 1631/ Tel. No. (63) (2) 837-1651
E-mail: pcaarrd@pcaarrd.dost.gov.ph / http://www.pcaarrd.dost.gov.ph

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, DOST-PCAARRD wishes to receive Bids for the Procurement of ICT Equipment, Software and Peripherals for Various Divisions for Q4, with identification number **21-11-38**.

The Procurement Project is composed of one hundred five (105) items, 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 FY 2021 in the amount of PhP4,618,869.92.

2.1. The source of funding is NGA, the General Appropriations Act.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

5.2. Foreign ownership 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:

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

b. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.

c. For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding or monopoly that will defeat the purpose of public bidding: the Bidder should comply with the following requirements: [*Select either failure or monopoly of bidding based on market research conducted*]

i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%) in the case of non-expendable supplies and services or twenty-five percent (25%) in the case of expendable supplies*] of the ABC for this Project; and

ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

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

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that 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 twelve (12) months 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 or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until April 5, 2022. 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 one copy of the first and second components of its Bid.

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

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring 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 One Project having several items, which shall be awarded as separate contracts per item.

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

<table>
<tr><th>ITB Clause</th><th></th></tr>
<tr><td>5.3</td><td>For this purpose, contracts similar to the Project shall be:

a. Supply and delivery of ICT equipment, software and peripherals
b. completed within twelve (12) months prior to the deadline for the submission and receipt of bids.</td></tr>
<tr><td>7.1</td><td>Not applicable.</td></tr>
<tr><td>12</td><td>The price of the Goods shall be quoted DDP PCAARRD, Los Baños, Laguna or the applicable International Commercial Terms (INCOTERMS) for this Project.</td></tr>
<tr><td>14.1</td><td>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:

a. The amount of not less PhP92,377.40 (2% of ABC), if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or

b. The amount of not less than PhP230,943.50 (5% of ABC), if bid security is in Surety Bond.</td></tr>
<tr><td>15</td><td>For manual and electronic submission of bids, please see Section VIII. Checklist and Guidelines on Submission of Technical and Financial Documents.</td></tr>
<tr><td>19.3</td><td>
<table>
<tr><th>Item</th><th>Description</th><th>Qty.</th><th>ABC</th></tr>
<tr><td colspan="4">Audio and Video Peripherals</td></tr>
<tr><td>1</td><td>Camera Bag</td><td>1</td><td>1,500.00</td></tr>
<tr><td>2</td><td>Desk Monitor Mount</td><td>1</td><td>5,000.00</td></tr>
<tr><td>3</td><td>Earphones</td><td>1</td><td>800.00</td></tr>
<tr><td>4</td><td>HDMI Cable</td><td>2</td><td>2,400.00</td></tr>
<tr><td>5</td><td>Headphones (930)</td><td>17</td><td>15,810.00</td></tr>
<tr><td>6</td><td>Headphones (Wireless)</td><td>16</td><td>72,000.00</td></tr>
<tr><td>7</td><td>Headset (wired)</td><td>2</td><td>6,000.00</td></tr>
<tr><td>8</td><td>Monitor</td><td>7</td><td>104,300.00</td></tr>
<tr><td>9</td><td>Monitor</td><td>1</td><td>8,000.00</td></tr>
<tr><td>10</td><td>Monitor</td><td>2</td><td>9,500.00</td></tr>
<tr><td>11</td><td>Monitor</td><td>1</td><td>12,000.00</td></tr>
<tr><td>12</td><td>Presenter (wireless)</td><td>1</td><td>3,000.00</td></tr>
<tr><td>13</td><td>Projector</td><td>1</td><td>10,000.00</td></tr>
<tr><td>14</td><td>Speaker</td><td>1</td><td>1,000.00</td></tr>
<tr><td>15</td><td>Video Conference Webcam</td><td>2</td><td>29,900.00</td></tr>
</table>
</td></tr>
</table>

16	Webcam (2300)	3	7,100.00	
17	Webcam (1500)	13	19,500.00	
18	Wireless Headset	3	15,000.00	
Input Devices				
19	Keyboard (Wireless)	1	1,500.00	
20	Keyboard and mouse combo (wireless)	2	3,600.00	
21	Keyboard Smart Wireless	1	5,600.00	
22	Magic Keyboard	5	35,000.00	
23	Magic Mouse	5	23,500.00	
24	Mouse (programmable)	1	5,600.00	
25	Mouse (wireless)	1	750.00	
26	Mouse (wireless)	1	1,800.00	
27	Mouse Wireless	5	2,875.00	
28	Wireless Display Dongle	1	1,100.00	
29	Wireless Mouse (silent)	4	4,000.00	
Network Peripherals				
30	Network cable	2	17,000.00	
31	Network Switch	1	9,500.00	
32	Switch(Unmanaged)	2	10,000.00	
Others				
33	Backlight Keyboard Case	1	1,500.00	
34	Deformable Leather Laptop Bag	1	1,650.00	
35	Digital Labeler	1	7,000	
36	Docking Station	1	7,500.00	
37	Ethernet Adapter	1	850.00	
38	Keyboard Touchpad Case	4	12,000.00	
39	Laptop Cooling Pad	15	22,500.00	
40	Laptop Sleeves	3	1,500.00	
41	Laptop Stand Riser	22	26,400.00	
42	Mobile Adapter	1	5,000.00	
43	Mouse Pad With Armrest	1	1,300.00	
44	Mouse Pad with Gel	4	1,400.00	
45	Tablet Holder	22	11,000.00	
46	Rack Mounted Tray	3	4,200.00	
47	USB Hub	19	9,800.00	
48	Stream Device	1	5,500.00	
Power Supplies and Batteries				
49	Battery Pack for UPS	10	20,000.00	
50	Laptop Charger	1	1,500.00	
51	Power Supply Rack Mounted	3	3,000.00	
52	UPS (3900)	2	7,980.00	
53	UPS (2900)	4	11,600.00	
54	Wireless Charger	22	19,800.00	
Printers and Scanners				
55	Printer (aio)	3	24,000.00	
56	Portable Scanner	1	14,995.00	
57	Scanner	4	80,000.00	
58	Scanner (ADF)	2	49,500.00	

59	Printer(AiO)(7500)	5	37,500.00	
60	Color Portable Scanner	5	45,000.00	
61	Scanner (Duplex)	1	55,000.00	
52	Printer	1	14,500.00	
63	Printer - ink tank	1	10,000.00	
64	Printer (ink tank)	12	120,000.00	
65	Printer (AlL-IN-ONE)	4	48,000.00	
66	Printer (AIO)	3	21,000.00	
Storage Devices				
67	External HDD (2TB)	5	27,500.00	
68	External HDD (3TB)	4	22,200.00	
69	Flash Disk	1	2,500.00	
70	External HDD (4TB)	10	100,000.00	
71	Portable SSD	1	5,690.00	
72	Card Reader	1	500.00	
73	External SSD (1TB)	8	96,000.00	
74	External HDD (1TB)	6	23,449.92	
75	External HDD (5TB)	2	22,000.00	
76	NAS (24TB)	1	100,000.00	
77	External HDD (2TB)	10	55,000.00	
78	Portable SSD(1TB)	1	10,000.00	
Tablets and Phone				
79	Tablet	2	50,000.00	
80	Smartphone	4	59,600.00	
81	IP Phone (cordless)	1	7,000.00	
82	Tablet (15)	2	29,800.00	
83	IP Phone	56	201,320.00	
84	Tablet	2	29,800.00	
85	Tablet	8	352,000.00	
86	Tablet (10.9)	4	268,000.00	
87	Tablet (12.9)	1	97,000.00	
Computers				
88	Computer (All-in-one)	1	85,000.00	
89	Desktop (ALL-in-one)	2	170,000.00	
90	Desktop (ALL-in-one)	3	255,000.00	
91	Laptop	1	80,000.00	
92	Laptop	1	182,500.00	
93	Laptop	1	93,000.00	
94	Laptop	1	74,500.00	
95	Laptop	2	220,000.00	
96	Laptop	2	160,000.00	
97	Laptop	1	55,900.00	
98	Laptop	1	90,000.00	
99	Rackmount Server	1	125,000.00	
Softwares and Licenses				
100	Online Design Tool	1	8,000.00	
101	Online Grammar Checker (Business)	20	151,000.00	
102	Online Grammar Checker (Premium)	3	22,500.00	

<table>
<tr><td></td><td>
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<tr><td>103</td><td>Office Productivity Software</td><td>3</td><td>30,000.00</td></tr>
<tr><td>104</td><td>Voice Transcriber Software</td><td>4</td><td>100,000.00</td></tr>
<tr><td>105</td><td>Recovery Tool</td><td>1</td><td>10,000.00</td></tr>
</table>
</td></tr>
<tr><td>20.1</td><td>If not included in the bidder’s proposal for the scheduled bid opening:

1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives;
2. Mayor’s permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
3. Tax Clearance Certificate per Executive Order 398, series of 2005, as finally reviewed and approved by the BIR;
4. Latest Income and Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (eFPS).

Note:
a. Bidder who submitted its bids manually must send electronic copies of its proposals to bac@pcaarrd.dost.gov.ph
b. In case the bidder submitted item nos 1-3 during bid opening, its PhilGEPS Registration Certificate must be submitted during post-qualification

The scanned copies of the Bid Securing Declaration or other forms of bid security excluding cash, and the Omnibus Sworn Statement submitted in the first bid envelope are considered compliant with the requirements for bid submission under the rules, subject to submission of the original copies thereof during the post-qualification stage.</td></tr>
<tr><td>21.1</td><td>No additional contract documents required by the Procuring Entity.</td></tr>
</table>

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than 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 IV (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

6.1. 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.

6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

GCC Clause	
1	**Delivery and Documents –** For purposes of the Contract, "EXW," "FOB," "FCA," "CIF," "CIP," "DDP" and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows: The delivery terms applicable to this Contract are delivered to DOST-PCAARRD, Los Baños, Laguna. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination. Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements). For purposes of this Clause the Procuring Entity's Representative at the Project Site is Mr. Richard Dalisay. **Incidental Services –** The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: *Select appropriate requirements and delete the rest.* a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services. **Spare Parts – N/A** **Packaging –** The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as

	indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit. The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity. A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging. **Transportation – N/A** **Intellectual Property Rights – N/A**
2.2	Not Applicable.
4	The inspections and tests that will be conducted are functionality tests and completeness of parts/accessories.

Section VI. Schedule of Requirements

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

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
Audio and Video Peripherals				Thirty (30) calendar days upon signing/conforming on the Notice to Proceed (NTP))
1	Camera Bag	1		
2	Desk Monitor Mount	1		
3	Earphones	1		
4	HDMI Cable	2		
5	Headphones (930)	17		
6	Headphones (Wireless)	16		
7	Headset (wired)	2		
8	Monitor	7		
9	Monitor	1		
10	Monitor	2		
11	Monitor	1		
12	Presenter (wireless)	1		
13	Projector	1		
14	Speaker	1		
15	Video Conference Webcam	2		
16	Webcam (2300)	3		
17	Webcam (1500)	13		
18	Wireless Headset	3		
Input Devices				Thirty (30) calendar days upon signing/conforming on the Notice to Proceed (NTP)
19	Keyboard (Wireless)	1		
20	Keyboard and mouse combo (wireless)	2		
21	Keyboard Smart Wireless	1		
22	Magic Keyboard	5		
23	Magic Mouse	5		
24	Mouse (programmable)	1		
25	Mouse (wireless)	1		
26	Mouse (wireless)	1		
27	Mouse Wireless	5		
28	Wireless Display Dongle	1		
29	Wireless Mouse (silent)	4		
Network Peripherals				Thirty (30) calendar days upon signing/conforming on the Notice to Proceed (NTP)
30	Network cable	2		
31	Network Switch	1		
32	Switch(Unmanaged)	2		
Others				Thirty (30) calendar

33	Backlight Keyboard Case	1		days upon signing/conforming on the Notice to Proceed (NTP)
34	Deformable Leather Laptop Bag	1		
35	Digital Labeler	1		
36	Docking Station	1		
37	Ethernet Adapter	1		
38	Keyboard Touchpad Case	4		
39	Laptop Cooling Pad	15		
40	Laptop Sleeves	3		
41	Laptop Stand Riser	22		
42	Mobile Adapter	1		
43	Mouse Pad With Armrest	1		
44	Mouse Pad with Gel	4		
45	Tablet Holder	22		
46	Rack Mounted Tray	3		
47	USB Hub	19		
48	Stream Device	1		
Power Supplies and Batteries				Thirty (30) calendar days upon signing/conforming on the Notice to Proceed (NTP)
49	Battery Pack for UPS	10		
50	Laptop Charger	1		
51	Power Supply Rack Mounted	3		
52	UPS (3900)	2		
53	UPS (2900)	4		
54	Wireless Charger	22		
Printers and Scanners				Forty-five (45) calendar days upon signing/conforming on the Notice to Proceed (NTP)
55	Printer (aio)	3		
56	Portable Scanner	1		
57	Scanner	4		
58	Scanner (ADF)	2		
59	Printer(AiO)(7500)	5		
60	Color Portable Scanner	5		
61	Scanner (Duplex)	1		
52	Printer	1		
63	Printer - ink tank	1		
64	Printer (ink tank)	12		
65	Printer (AlL-IN-ONE)	4		
66	Printer (AIO)	3		
Storage Devices				Thirty (30) calendar days upon signing/conforming on the Notice to Proceed (NTP)
67	External HDD (2TB)	5		
68	External HDD (3TB)	4		
69	Flash Disk	1		
70	External HDD (4TB)	10		
71	Portable SSD	1		
72	Card Reader	1		
73	External SSD (1TB)	8		
74	External HDD (1TB)	6		

75	External HDD (5TB)	2		
76	NAS (24TB)	1		
77	External HDD (2TB)	10		
78	Portable SSD(1TB)	1		
Tablets and Phone				Forty-five (45) calendar days upon signing/conforming on the Notice to Proceed (NTP)
79	Tablet	2		
80	Smartphone	4		
81	IP Phone (cordless)	1		
82	Tablet (15)	2		
83	IP Phone	56		
84	Tablet	2		
85	Tablet	8		
86	Tablet (10.9)	4		
87	Tablet (12.9)	1		
Computers				Forty-five (45) calendar days upon signing/conforming on the Notice to Proceed (NTP)
88	Computer (All-in-one)	1		
89	Desktop (ALL-in-one)	2		
90	Desktop (ALL-in-one)	3		
91	Laptop	1		
92	Laptop	1		
93	Laptop	1		
94	Laptop	1		
95	Laptop	2		
96	Laptop	2		
97	Laptop	1		
98	Laptop	1		
99	Rackmount Server	1		
Softwares and Licenses				Thirty (30) calendar days upon signing/conforming on the Notice to Proceed (NTP)
100	Online Design Tool	1		
101	Online Grammar Checker (Business)	20		
102	Online Grammar Checker (Premium)	3		
103	Office Productivity Software	3		
104	Voice Transcriber Software	4		
105	Recovery Tool	1		

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

Name of Company :_____
Signature of Authorized Representative :_____
Name of Authorized Representative :_____
Designation :_____
Date :_____

Section VII. Technical Specifications

Item	Description	Specifications	Qty	Statement of Compliance
[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.]				
Audio and Video Peripherals				
1	Camera Bag	-compatible with Cyber-shot Camera bag (DSC-H300) -color: black	1	
2	Desk Monitor Mount	- Single Arm with full adjustable motion for LCD display monitor -Fits 10-27" Screen with VESA Mount Kit, -clamp type	1	
3	Earphones	- 1 button remote with microphone - tangle-flat cable - pure bass sound - single 3.5mm jack / connector	1	
4	HDMI Cable	HDMI Cable - type male to male - length: 5 Meters -Branded	2	
5	Headphones (930)	-Can Seamlessly change from gaming to voice calls -Microphone features a 120-degree rotation -Leather padded ear cups (prevent sound leakage) -Connections: USB-A	17	
6	Headphones (Wireless)	-True Wireless In-Headphone Bluetooth version 5 -Driver size (mm) 5.8 -Driver sensitivity at 1kHz/1mW (dB)96 Dynamic frequency response range (Hz)20 Hz – 20 kHz -Impedance (ohms) 14	16	
7	Headset (wired)	- USB Wired Headset with Noise cancelling microphone -Input impedance: 32 Ohms -Sensitivity (headphone): 94 dbV/Pa +/- 3dB -Sensitivity (microphone): -17 dbV/Pa +/- 4dB -Frequency Response (Headset): 20 Hz - 20kHz -Frequency Response (Microphone): 100 Hz - 10kHz -cable Length: 2.33m -Connections: USB-A Compatible (1.1.2.0,3.0)	2	
8	Monitor	-at least 23.8-inch Full HD (1920x1080) LED backlit display with IPS; wide viewing angle panel - Up to 75Hz refresh rate with Adaptive-Sync/FreeSync technology; - Extensive connectivity including HDMI and D-sub	7	

		ports; - VESA wall-mountable		
9	Monitor	-Monitor, 23 inches - LED/LCD display with HDMI and VGA ports	1	
10	Monitor	-Size: at least 23" diagonal -LCD Type: IPS -Backlight Type: W-LED System -16:9 aspect Ratio, 1080p resolution -inputs: VGA and/or DVI, HDMI (with audio out) -Pixel Density: at least 93 PPI	2	
11	Monitor	-Size: at least 23" diagonal -LCD Type: IPS, Full HD -Connector: inputs: VGA and/or DVI,HDMI -Features: Ultra Slim, Frameless, Flicker Free, Blue Light Filter	1	
12	Presenter (wireless)	DS Wireless Presenter Highlighting Magnify LED LCD Mac Digital Pointer Air Mouse Function USB Rechargeable Powerpoint Presentation Clicker -Item Type: presentation Pointer -Digital Laser that can work on led/lcd screens -anti- lost and timer function -Mouse-like Wireless Cursor Control	1	
13	Projector	-Smart Projector 4K 3D -Full HD Projector 1080P -Portable Smart Android 4.42 Multimedia LED	1	
14	Speaker	- Connector: 3.5mm jack -Black -with Subwoofer	1	
15	Video Conference Webcam	-Branded -at least 1080p HD video with high-quality audio clarity. -Omni-directional sound and echo cancellation audio. - Remote control and base button control options. Optimized for Microsoft Lync and Skype and works with most other popular unified communications platforms. Features: UVC H.264 onboard technology, autofocus, and a Carl Zeiss quality lens. Color: Black.	2	
16	Webcam (2300)	- Product type: PC FHD webcam - Lens type: Hybrid Lenses - Focus Type: fixed - Resolution: FHD 1080P - Camera angle: 95 degrees USB Type - Microphone Type: Dual noise reduction microphone - Automatic light correction: yes	3	
17	Webcam (1500)	- Video: At least 1280 x 720 pixels; - Photo: Up to 5 megapixels; - Built-in mic w/ noise reduction; - Hi-speed USB 2.0 interface; - Universal clip (fits laptops, LCD monitors); - Windows compatible up to Windows 10	13	
18	Wireless Headset	-Input impedance: 32 Ohms -Sensitivity (headphone): 97 dB +/- 3dB -Sensitivity (microphone): -47 dbV/Pa +/- 3dB -Frequency Response (Headset): 30 Hz - 15kHz -Frequency Response (Microphone): 100 Hz - 6.5kHz	3	

		-USB-A charging cable Length: 1.22m -Connections: USB-A Compatible (1.1.2.0,3.0) -with Noise Cancelling Microphone		
Input Devices				
19	Keyboard (Wireless)	-Wireless -Tactile Keyboard	1	
20	Keyboard and mouse combo (wireless)	Branded Type: Multi-device Keyboard and mouse USB Version: Nano USB Receiver Technology Used: SWISS TECHNOLOGY Wireless Connectivity: 2.4GHz Wireless/Bluetooth Range (m): 10 Battery Type: AAA Battery Number: 2 Compatibility: OS, Window	2	
21	Keyboard Smart Wireless	-Type: Bluetooth Keyboard -Interface: Bluetooth 5.0 -Compatible Models: Public -Keys Quantity: 78 -Dedicated Multimedia Keys Yes -Dedicated Macro Keys 3 -Windows Lock Key: No -Wireless Connectivity: Bluetooth -USB Ports: None -Audio: None -Full-Functionality OS Support: Android -Backlighting: None -Wrist Rest: None -Power - Battery Requirements: 2 x AAA Alkaline	1	
22	Magic Keyboard	-Magic keyboard with Numpad -Height: 0.16-0.43 inch -Width: 16.48 " -Weight: less than 1 pound -Multimedia Keys -Connection and Expansion: Bluetooth -Lightning port -Wireless	5	
23	Magic Mouse	-Magic Mouse 2 -Height: 2.16cm -Width: 5.71cm -Depth: 11.35 cm -Weight: 0.099kg -multi-touch -Bluetooth -Lightning port -wireless	5	
24	Mouse (programmable)	Mouse, Programmable mouse - Bluetooth technology - Darkfield high precision sensor - 10m wireless operating distance - Rechargeable Li-Po battery - Advanced 2.4GHz wireless technology - Windows compatible up to Windows 10	1	
25	Mouse (wireless)	Mouse, wireless -ordinary Plug and play wireless -Advanced 2.4 GHz wireless technology -USB nano receiver	1	

		-3 button mouse -1 AA battery requirement -Compatible with Windows and MacOS		
26	Mouse (wireless)	- Mouse, Modern, Slim and Silent Bluetooth Wireless Mouse	1	
27	Mouse Wireless	-Mouse, - wireless optical mouse, -usb port	5	
28	Wireless Display Dongle	Wireless Display Dongle - Supports screen mirroring and streaming; - Can display cellphone/tablet/PC screen to HDMI devices (HDTV/Monitor/Projector); - Supports High Definition 4K Ultra HD Output; - At least AM8272 CPU/chipset; - At least DDR3 128MB RAM; - WiFi Frequency supports 2.4GHz/5GHz; - Automatic switching between Android, iOS and Windows devices; - Supports Airplay/DLNA/EZMIRA and Miracast standards; - HDMI stick form factor	1	
29	Wireless Mouse (silent)	-Noiseless Productivity, - 90 percent noise reduction -10m wireless connection -Plug and Play -Nano Receiver -Ambidextrous design -Quiet Mark Certification	4	
Network Peripherals				
30	Network cable	UTP cable Cat 6 cable (305 Meters / box) -Cat6 cable (branded) -4Pair -AWG 24 -Indoor -Color:Gray	2	
31	Network Switch	-Mananged -8-port RJ-45 auto sensing 10/100/1000 ports -up to 11.9 Mpps throughput -web browser, SNMP Manager -Limited lifetime warranty	1	
32	Switch(Unmanaged)	-Interface: 24 ports (10/100/1000Mbps RJ45 Ports / auto negotiation / auto MDI / MDIX) -Power Supply: 100-240VAC, 50/60Hz -Mounting: Rack Mountable -Switching Capacity: up to 48Gbps -Fan Quantity:Fanless	2	
Others				
33	Backlight Keyboard Case	Backlit Keyboard Case for Lenovo Tab -M10 HD 2nd Gen (TB-X306X), -Slim Leather Folio Cover with 7 Color Backlight -Detachable Bluetooth Keyboard for Smart Tab M10 HD 2nd Gen	1	

34	Deformable Leather Laptop Bag	-Main material: high quality Leather Grain PU -Opening Method: Package Cover Type -Various functions: Breathable, Waterproof, -Wear-resistant, Shock-resistant, Lighten, Anti-theft -Internal structure: ID Bag, Computer Pocket -Multiple colour: Yellow/Military green/Black/ Blue Replaceable Cooling Bracket -Size: 13.3Inch 255×335mm 250g	1	
35	Digital Labeler	-Portable Label Maker -can type quickly and easily with Qwerty keyboard -Custom Labels : 20+ ways to format text and 200+ symbols -with automatic Switch-off to extend battery life	1	
36	Docking Station	Docking Station -Branded -Universal Laptop Docking Station USB3.0 -Ports: Dual video (DVI/HDMI/VGA), Gigabit Ethernet, Audio ports, at least 6 usb ports	1	
37	Ethernet Adapter	- USB 3.0 hub with Ethernet Adapter - Ports: 1- Gigabit Ethernet port and at least 3 USB3.0 port -Transfer Rates Up To 5Gbps , 10x Faster of Compatibility: Windows and Mac	1	
38	Keyboard Touchpad Case	Keyboard Touchpad Case - Black TU-1357-2348 Samsung Galaxy Tab A 8 A8 2019 With S-Pen P205	4	
39	Laptop Cooling Pad	Laptop Cooling Pad - Six fans; - 2 USB Port; - 2600RPM; - Voltage: 5V DC; - Current: 0.9A+-10%; - Power: 4.5 W; - Max Flow: 74.3CFM	15	
40	Laptop Sleeves	-High Quality Laptop Sleeves -size: 14 inches, - color black for Dell computer	3	
41	Laptop Stand Riser	Laptop Stand Riser Portable -Foldable Height Adjustable for 10-17inches -3-year warranty, - color: Gray - Materials: Aluminum	22	
42	Mobile Adapter	-Branded -type: 6 In 1 USB-C adapter -Ports: HDMI,VGA,Display port , RJ45 ,USB-C , USB-A -Plug and play, compatible with windows and macOS - appearance: round	1	
43	Mouse Pad With Armrest	-Mousepad with armrest - Desk attachable; - Ergonomic design; - Black	1	
44	Mouse Pad with Gel	Mouse Pad with Gel	4	
45	Tablet Holder	-Ergonomic Collapsible Adjustable Metal Desktop Tablet Holder Table Cell Foldable Extend Support -Desk Mobile Phone Holder Stand -Specifications: Material: Metal + silicone Size:	22	

		85*33*170mm -Color: black		
46	Rack Mounted Tray	-2U cantilever Tray Rack Mounted -free 4 pcs M5 Cage Nuts -2u Height x 19" Width x 14" depth -Powder coated Black -Heavy Duty	3	
47	USB Hub	-Color: Black -at least 4 USB 3.0, 1 micro usb port - usb 3.0 main connector	19	
48	Stream Device	-Dimension and weight: 58mm, 58mm -Color: Black Resolution: up to 4K Ultra HD -Wireless: 802.11ac (2.4Ghz/ 5Ghx) 1x2 MISO Wi-Fi -Power supply Included -Ports and connector: HDMI, Micro0USB, Ethernet -Supported OS: Android, iOS, Mac, Windows	1	
Power Supplies and Batteries				
49	Battery Pack for UPS	-12volts - 7.2Ah -can fit usual UPS	10	
50	Laptop Charger	Charger for Laptop, -13.3inches Dell Latitude 3380 -OutputRating:19.5V = 4.62A 7.4mm * 5.0mm	1	
51	Power Supply Rack Mounted	-6 Slots Universal PDU -Rackmount Design for Standard 19" -10 amperes -2500W Maximum -Plastic Body - Overload and short circuit protection	3	
52	UPS (3900)	UPS, 650 VA -at least 3 outlets	2	
53	UPS (2900)	UPS, 650 VA -at least 2 outlets	4	
54	Wireless Charger	3in1 Wireless Charger Holder Fast Wireless Charging Holder, -Device: Type C/Micro/Lightning 3 in 1 Charger Stand for Apple Watch AirPods and iPhoneFor Realme Samsung, Huawei, Xiaomi -Multi-functional Stand with Overcharging Overvoltage and Overcurrent Protection	22	
Printers and Scanners				
55	Printer (aio)	- All-in-One Printer Eco Tank - Compatible to Epson C13T00V100, 200, 300 and 400 Bottled Ink (003)	3	
56	Portable Scanner	- Portable scanner - A4 Sheet-fed; - RGB LED; - CIS sensor type; - Up to 600 x 600 dpi optical resolution; - ADF (simplex / duplex); - Up to 20 sheets ADF capacity; - USB interface; - Windows compatible up to Windows 10	1	

57	Scanner	- Scanner, with built-in Automatic Feeder, Duplex Sheet-fed - Duty cycle up to 3,000 pages per day; - Scan speed up to 26ppm/52ipm (300dpi); - One-pass duplex scanning; - Document Capture Pro Software; - Scan 50gsm to 209gsm	4	
58	Scanner (ADF)	-type: Automatic Document Feeder - Scan resolution: Up to 600 dpi (color and monochrome, ADF) Up to 1200 dpi (color and monochrome, ADF) -Scan Speed: 35ppm / 70 ipm - Hi-speed USB 2 connectivity - Maximum scan size: 8.5" x 13" - Automatic document feeder: Standard, 50 sheets - Windows compatible up to Windows 10	2	
59	Printer(AiO)(7500)	All-in-One printer - Print, scan, copy, fax; - Inkjet print technology; - Automatic duplex printing (standard); - Borderless printing; - Automatic document feeder (ADF); - Print resolution: At least 4800 x 1200 dpi (color) At least 1200 x 1200 dpi (mono); - Scan resolution: At least 1200 ppi; - Copy resolution: At least 600 x 300 dpi; - 2 (1 black, 1 tri-color) cartridge; - Hi-speed USB interface, Wi-Fi; - Windows compatible (up to Windows 10	5	
60	Color Portable Scanner	-Compact size and footprint -powered via USB, AC adapter or built-in Battery -Scan Speed up to 4.0sec per sheet (on Battery) Wifi and Wi-Fi A/P Mode connectivity	5	
61	Scanner (Duplex)	-Duplex Sheet-fed Document A4 Scanner - Designed to support high-volume scanning environment, high performance, speed and durability in a sleek, compact design; - Featuring a daily duty cycle rating of up to 7,000 pages and speeds of up to 130 ipm; - Delivers efficient document scanning for higher productivity. With a flatbed dock, it provides the versatility and reliability to meet every business scanning; - Scan at Speeds up to 65ppm/130 ipm (one-pass duplex); - Scan up to A3; - Scan from 27gsm to 413 gsm; - 1.44" colour LCD; - Paper Protection Function	1	
62	Printer	Monochrome All-in-One Ink Printer Printer Type: Print, Scan, Copy: - Copy Speed: ISO 29183, A4, Simplex (Black):; - Up to 17 ipm; - Copy Quality: Standard / Best; - Maximum Copies from Standalone: 99 copies; - Reduction / Enlargement: Auto Fit Function; - Maximum Copy Resolution: 600 x 600 dpi;	1	

		- Maximum Copy Size: A4, Letter; **Scan Function**: - Scanner Type: Flatbed colour image scanner; - Sensor Type: CIS; - Optical Resolution: at least 1200 x 2400 dpi; - Maximum Scan Area: 216 x 297 mm - Scanner Bit Depth (Colour): 48-bit input, 24-bit output; - Scanner Bit Depth (Grayscale): 16-bit input, 8-bit output; - Scanner Bit Depth (Black & White): 16-bit input, 1-bit output		
63	Printer - ink tank	Printer (Ink-Tank System – 3-in-1 Wi-Fi Color Printer) - Copy and Scan up to Legal size paper - Print Resolution (color) up to 1,200 X 6,000 dpi - Automatic 2-sided printing - Borderless printing - Mono and color - Super High Yield: 3000 pages black and 1500 pages colour - Wireless Lan - Automatic Document Feeder with single-pass 2-sided copying/ scanning (Up to 50 sheets) - Dual tray 500 sheets total paper capacity for fewer refills - Input Tray Capacity (papers) 101-150 Sheet - Output tray capacity up to 41-60 sheets - USB support - Print speed (CPM) 11-20 ppm	1	
64	Printer (ink tank)	Printer (Ink-Tank System – 3-in-1 Wi-Fi Color Printer) - Copy and Scan up to Legal size paper - Print Resolution (color) up to 1,200 X 6,000 dpi - Automatic 2-sided printing - Borderless printing - Mono and color - Super High Yield: 3000 pages black and 1500 pages colour - Wireless Lan - Automatic Document Feeder with single-pass 2-sided copying/ scanning (Up to 50 sheets) - Dual tray 500 sheets total paper capacity for fewer refills - Input Tray Capacity (papers) 101-150 Sheet - Output tray capacity up to 41-60 sheets - USB support - Print speed (CPM) 11-20 ppm	12	
65	Printer (AlL-IN-ONE)	Printer All-in-One Functions, Print, Scan, Copy, Fax - Printing Method. Epson Micro Piezo print head; - Nozzle Configuration. 180 Nozzles Black, 59 Nozzles per Color; - Minimum Droplet Size. 3 pl, With Variable-Sized Droplet Technology; -Ink Technology. Dye Ink; - Printing Resolution. 5,760 x 1,440 DPI; - Category. Home, Office Desktop	4	

66	Printer (AIO)	Printer -All-in-One Printer: print, copy, scan, photo, wireless -print speed: Black - up to 20ppm (draft) 9.5ppm (ISO); Color - up to 16 ppm (draft) 6.8 ppm (ISO) (M2U76B); compatible to ink cartridge: HP 680 black and HP 680 tri-color	3	
Storage Devices				
67	External HDD (2TB)	-External HDD -Type: Slim type -Capacity: 2TB -Connector: USB 3.0 - Size: 2.5"	5	
68	External HDD (3TB)	- HDD Portable Hard Disk - Size: 3TB - connector USB 3.0; -weight: at least 320g	4	
69	Flash Disk	- USB OTG -Connector: Type C -size: 256 GB	1	
70	External HDD (4TB)	4TB Portable External Hard Drive - Backup Plus Portable external hard drive 4TB; - Capacity: 4TB -Interface: USB 3.0 -Backup: Auto and Cloud backup	10	
71	Portable SSD	-Branded -Size: at least 500GB -Features: Slim design -Connectors: 2 connectors (for type c and usb 3.0)	1	
72	Card Reader	Card Reader -USB SD	1	
73	External SSD (1TB)	External SSD -type: pocket size external SSD -Capacity: 1TB -2 x USB-C -up to 2000 MB/s transfer rate	8	
74	External HDD (1TB)	Hard Disk Drive, external, 1TB Portable/Passport size, slim, USB 3.0	6	
75	External HDD (5TB)	Portable -Size: 5TB -Branded -Compatible to windows and macOS	2	
76	NAS (24TB)	Product type: NAS Server Memory Capacity: 24TB Capacity (Max) : 108TB No. of HDD: 4Bay Drive Sizes: 2.5" , 3.5" RAM: at least 1GB Interfaces: 1 xLAN (10/100/1000 Mbps), 2 x USB 3.2 1st Gen (USB 3.0) RAID: Yes	1	
77	External HDD (2TB)	Type: Hard Disk Drive, external, -Size: 2TB Portable/Passport slim -Connector: USB 3.0	10	

78	Portable SSD(1TB)	-Type: portable SSD V2 -Capacity: 1TB -read speed: up to 1050Mb/s -write Speed: up to 1000MB/s	1	
Tablets and Phones				
79	Tablet	- Display: 7.9'', 2048-BY-1536 resolution @326 pixels per inch; - Chip: A12 Bionic chip with 64-bit Neural Engine; - Camera:8MP, *f*/2.4 aperture, hybrid IR filter; - Video Recording: 1080p HD; - Capacity: 64GB; - Battery: Built-in 19.1-watt-hour rechargeable lithium-polymer battery; - Wifi Model; - with operating system compatible with software applications that runs on IpadOS14	2	
80	Smartphone	-8GB RAM+128GB ROM -Screen 48MP AI Quad Camera 30W VOOC Flash Charge Smartphone -Internal 128GB+8GB RAM; -AMOLED Display 48MP Rear Quad-Cam 4310mAh -Battery 30W VOO Dimensions / Sized : 160.1mm*73.2mm*7.8mm Weight : 172g, SoC : MTK P95 Octa Core, Up to 2.2Ghz OS : Color OS 11.1, Based on Android 11 Display : FHD+ Punch Hole AMOLED Display -Front Camera : 32MP, -Rear Camera : 48MP + 8MP + 2MP + 2MP -Memory : 8GB RAM + 128GB ROM -Supported Network : GSM, WCDMA, TD-LTE, LTE-FDD -SIM Capacity : Dual SIM + Dedicated SD Slot (up to 256GB) -Battery : 4310mAh with 30W VOOC Flash Charge 4.0	4	
81	IP Phone (cordless)	Branded -Type: IP Phone - Supports up to 10 SIP accounts and 10 lines per handset as well as 3-way conferencing - Push-to-talk via a configurable button	1	
82	Tablet (15)	-Tablet: Laptop Class: Detachable 2-in-1 -Graphics Processor: Intel Iris Plus -Wireless Networking: 802.11ax, Bluetooth -Dimensions (HWD): 0.33 by 11.5 by 7.9 inches -Weight: 1.7 lbs, Pro 2-in-1 -Touchscreen High Performance Tablet PC, Intel Quad-Core Processor 32GB SSD 1GB RAM WiFi -Bluetooth Webcam Detachable	2	
83	IP Phone	-VOIP -132 x 48-pixel backlit graphical LCD display. -Dual-switched 10/100 Mbps ports. -Up to 500 contacts and 200 call history records. -Music on Hold. -Supports PoE. -**Power Supply** is included --GrandStream GXP1620 / 25 (**for compatibility**)	56	

84	Tablet	-Tablet: Laptop Class: Detachable 2-in-1 -Graphics Processor: Intel Iris Plus -Wireless Networking: 802.11ax, Bluetooth -Dimensions (HWD): 0.33 by 11.5 by 7.9 inches -Weight: 1.7 lbs, Pro 2-in-1 -Touchscreen High Performance Tablet PC, Intel Quad-Core Processor 32GB SSD 1GB RAM WiFi -Bluetooth Webcam Detachable	2	
85	Tablet	-10.2 inch (Diagonal) LED-backlit Multi-Touch display with IPS Technology A14 Bionic chip -RAM: at least 4GB -Storage: 128GB -Camera: 12MP Wide camera -Stereo Speakers -Dual microphones for calls, video and audio recording -Connectivity: Wi-Fi 6 , dual band (2.4Ghz and 5Ghz; HT80 with MIMO -Bluetooth: 5.0 Technology -Accessories: **Pencil (1st Gen and Smart Keyboard Folio (compatible)**	8	
86	Tablet (10.9)	-10.9 inch Liquid Retina XDR Display 458 grams A14 Bionic -RAM: at least 8GB -Storage: 256GB -Camera: 12MP Wide camera -Stereo Speakers -Dual microphones for calls, video and audio recording -Connectivity: Wifi 6 , dual band (2.4Ghz and 5Ghz; HT80 with MIMO -Bluetooth: 5.0 Technology -Accessories: **Pencil and Smart Keyboard Folio**	4	
87	Tablet (12.9)	-12.9 inch Liquid Retina XDR Display 682 grams M1 chip -RAM: at least 8GB -Storage: 256GB Connectivity: Wifi 6 , dual band (2.4Ghz and 5Ghz; HT80 with MIMO -Bluetooth: 5.0 technology -Camera: 12MP Wide and Ultra wide cameras 12MP, 122 degrees field of view -four speaker audio -Five Studio-quality Microphones for call, video recording and audio recording -Accessories: **Pencil and Smart Keyboard Folio**	1	
Computers				
88	Computer (All-in-one)	Desktop, All-in-One PC - 2.8 - 3.8 GHz 4 / 8 6 MB All in One Desktop PC AIO Computer 24" Monitor 16G DDR4 240G SSD; - DDR4 250G SSD - Monitor Size 24 inches; - RAM: 16G DDR4; - Storage: 240G SSD;; - Graphic: HD Graphics 630; - Operating System: Win 10, MS Office 2019;	1	

		- UPS Battery function keeps computer working 50 minutes after power off.		
89	Desktop (ALL-in-one)	Branded -Display: at least 23.8" FHD non-touch -Processor: at least 6 cores, 12 threads, 2.60Ghz base frequency max turbo 5.00Ghz - RAM: 16G DDR4; - Storage: at least 512GB SSD + 512GB HDD - Operating System: Licensed Latest OS (for office Use), -with Latest Office Productivity tool (licensed	2	
90	Desktop (ALL-in-one)	Branded -Processor: at least 7th Gen processor, up to 3.80Ghz -Display: at least 23.8" - RAM: 16G DDR4; - Storage: at least 240G SSD -Graphics: HD Graphics 630 - Software : Licensed Latest OS (for office Use) with Latest Office Productivity tool (licensed) -Features: UPS Battery function that keeps computer working 50 mins after power off.	3	
91	Laptop	Portable computer (Branded) - Latest Proprietary Operating System, Professional Edition for Government, 64bit with Product key -Processor: at least 1.30Ghz up to 3.9Ghz with 4 cores, 4 core 8 threads -RAM: at least 8GB -Storage: at least 512GB PCIe SSD -Graphics: at least 4GB DDR5 VRAM -Display: at least 14" Anti glare LED narrow border display -Backlit keyboard -webcam -Integrated 802.11ac Wi-fi + Bluetooth 5 -Expansion Features: Ports:3 Super Speed USB Type-A 5Gbps signaling rate (1 charging, 1 power); 1 SuperSpeed USB Type-C® 10Gbps signaling rate (USB Power Delivery, DisplayPort™); 1 RJ-45; 1 headphone/microphone combo; 1 HDMI 1.4b; 1 AC power -Battery: at least 3-cell 45WhLi-ion -Weight: less than 1.5Kg	1	
92	Laptop	-Branded -at least 2.3Ghz, 8core 9th Gen processor, Turbo boost up to 4.8Ghz -RAM: 16GB 2666Mhz DDR4 -Graphics: Latest 4GB DDR6 -Storage: 1TB SSD -Display 16" Retina Display with True Tone Ports: 4 Thunderbolt 3 ports Touch Bar and Touch ID features -Backlit Keyboard	1	

93	Laptop	-Branded -M1 Chip with 8-core CPU, 8 core GPU, and 16 Core Neural Engine -RAM: 8GB Unified Memory -Storage: 512GB SSD -Display: 13" Retina Display with true tone -Backlit Magic Keyboard -Ports: 2 Thunderbolt / USB 4 ports -Touchbar and Touch ID features	1	
94	Laptop	-Branded (ultrabook) - Processor: at least 4cores , 8 threads, 1.6Ghz up to 4.20Ghz - RAM: at least 8GB -Storage: at least 512GB -Graphics: at least 2GB	1	
95	Laptop	-M1 Chip with 8-core CPU, 8-core GPU, and 16 core Neural Engine -8GB Unified Memory -1TB SSD Storage -13 inch Retina Display with True Tone -Backlit Magic Keyboard - US English -Touchbar and Touch ID -Two Thunderbolt / USB 4 ports -with compatible Office Productivity Software	2	
96	Laptop	Branded - Processor: at least 6cores and 12threads with base frequency 2.60Ghz max 5.00Ghz -RAM: at least 16GB -Storage: at least 512 GB SSD + 512GB RAID PCIe NVME M.2 SSD GPU: At least GEFORCE RTX 30 Series Features/accessories: backlit keyboard , carrying case with cooling system Software: Latest OS for Office use (Licensed) and latest office productivity tool (Licensed)	2	
97	Laptop	Portable Computer - Branded - Latest bundled Proprietary Operating System (OS), 64-bit, with OS product key - At least 2.5GHz (4M cache, up to 3.1GHz) Processor - At least 8GB RAM - At least 256SSD Hard disk - Integrated HD graphics - At least 14” HD Non touch, FHD screen - Integrated 802.11AC Wi-Fi + Bluetooth - USB2, USB3, HDMI, audio jack, card reader - At least 3-cell battery - Less than 1.8kg - Carrying case	1	
98	Laptop	Portable computer (Branded) - Latest Proprietary Operating System, Professional Edition for Government, 64bit with Product key -Processor: at least 2.60Ghz up to 4 Ghz with 6 cores, 12MB cache processor -RAM: at least 16GB -Storage: at least 256GB PCIe SSD + 1TB SATA -Graphics: at least 4GB DDR5 VRAM -Display: at least 15.6" Anti-glare LED narrow border	1	

		display -Backlit keyboard -webcam -Integrated 802.11ac Wifi + Bluetooth -Connectors: USB 2.0 or 30. ports, USB-C, HDMI, Audio Jack , Ethernet port, Card Reader -Battery: at least 3-cell -Weight: less than 2.7Kg -Additional Accessories: Backpack, USB Mouse , HDMI to VGA Adaptor External DVD R/W		
99	Rackmount Server	Rack mount server - Branded - Rack (1u) - At least 2.2GHz processor speed, 10 core processor, 25MB Cache - At least 32GB RAM - at least 2 X 1TB HDD - At least 4 x 1GB Ethernet network controller - DVD +/- RW, SATA, Internal - Dual Hot-plug power supply, at least 750W - Compatible with 64-bit FreeBSD OS - 3 Year warranty	1	
Softwares and Licenses				
100	Online Design Tool	Online Design Tool (Pro) Type: 1 year subscription, up to 18 users Single-sign on 24/7 Enterprise-level support -compatible with user's training on Canva Pro Features: Schedule social Design Together Stay on brand Resize designs Transparent Images Premium Video Templates Instant animation Background Remover Premium Content	1	
101	Online Grammar Checker (Business)	Subscription Clarity-focused sentence rewrites Tone adjustments Plagiarism detection Word choice Formality level Fluency Additional advanced suggestions Real-time writing feedback Integration with existing platforms Style guide Snippets Brand tones Admin controls Account roles and permissions Centralized billing Analytics dashboard	20	

		Priority email support 256-bit AES and SSL/TLS encryption -compatible with user's training on Grammarly (Business) **Note: Item qty may vary on the offer**		
102	Online Grammar Checker (Premium)	Everything in Free Clarity-focused sentence rewrites Tone adjustments Plagiarism detection Word choice Formality level Fluency Additional advanced suggestions compatible with user's training on Grammarly (Premium) **Note: Item qty may vary on the offer**	3	
103	Office Productivity Software	-perpetual License for office use -can create,edit files, presentation -compatible with windows 10	3	
104	Voice Transcriber Software	-Latest Voice Transcriber Software in the market -Easy to use -Perpetual License	4	
105	Recovery Tool	-Data Recovery tool Software Lifetime License -Easy to use -files review flexible and precise -non-destructive -fast scan speed -can resume recovery	1	

I hereby certify to comply with all the above requirements.

Name of Company : _____
Signature of Authorized Representative : _____
Name of Authorized Representative : _____
Designation : _____
Date : _____

Section VIII. Checklist and Guidelines of Submission of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or

☐ (b) 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*,
and

☐ (c) 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 Economic Zones or Areas*;
and

☐ (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR)*.

Technical Documents

☐ (e) 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**

☐ (f) 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**

☐ (g) 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**

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

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

Financial Documents

☐ (j) 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**

⬜ (k) 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

⬜ (l) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

or

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

⬜ (m) Original of duly signed and accomplished Financial Bid Form**; **and**

⬜ (n) Original of duly signed and accomplished Price Schedule(s)**.

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

⬜ (o) *[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.

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

⬜ (q) Latest Income and Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (eFPS). The latest income and business tax returns are those that fall within the last six (6) months preceding the date of bid submission***.

* **if bidder opts to submit its PhilGEPS Registration Certificate, these documents must be submitted during post-qualification; but if bidder opts to submit these documents during bid opening, its PhilGEPS Registration Certificate must be submitted during post-qualification**

** **original copy if submitted manually**

*** **optional at bid opening but to be submitted during post-qualification**

Based on GPPB Resolution No. 16-2020, Section 3:

The scanned copies of the Bid Securing Declaration or other forms of bid security excluding cash, and the Omnibus Sworn Statement submitted in the first bid envelope are considered compliant with the requirements for bid submission under the rules, subject to submission of the original copies thereof during the post-qualification stage.

The scanned copies of the Bid Form, Price Schedules, or other forms in the second bid envelope are considered compliant with the requirements for bid submission under the rules

Forms/Templates can be downloaded here: https://gppb.gov.ph/downloadables.php

Name of Procuring Entity: PCAARRD

LIST OF ALL 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

Business Name:_____

Business Address:_____

Name of Contract	Address and Tel. No. of Contractor	Kind of Goods	Value of Outstanding contract (P)	Date of Delivery
Government				
Private				

Submitted by: (Name and Signature)

Designation and Date:_____
Name of Procuring Entity: PCAARRD

STATEMENT IDENTIFYING THE BIDDERS SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE CONTRACT TO BE BID COVERING WITHIN TWELVE (12) MONTHS IMMEDIATELY PRIOR TO THE DATE OF SUBMISSION AND RECEIPT OF BIDS

Name of Contract	Address and Tel. No. of contractor	Amount of contract	Kind of Goods	Date completed

Please attach either end user's acceptance or official receipt(s) or sales invoice issued for the contract.

Submitted by: (Name and Signature)
Designation and Date:_____

Price Schedule for Goods Offered from Within the Philippines

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

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No._____ Page ___of___

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
Audio and Video Peripherals									
1	Camera Bag		1						
2	Desk Monitor Mount		1						
3	Earphones		1						
4	HDMI Cable		2						
5	Headphones (930)		17						
6	Headphones (Wireless)		16						
7	Headset (wired)		2						
8	Monitor		7						
9	Monitor		1						
10	Monitor		2						
11	Monitor		1						
12	Presenter (wireless)		1						
13	Projector		1						

14	Speaker		1						
15	Video Conference Webcam		2						
16	Webcam (2300)		3						
17	Webcam (1500)		13						
18	Wireless Headset		3						
Input Devices									
19	Keyboard (Wireless)		1						
20	Keyboard and mouse combo (wireless)		2						
21	Keyboard Smart Wireless		1						
22	Magic Keyboard		5						
23	Magic Mouse		5						
24	Mouse (programmable)		1						
25	Mouse (wireless)		1						
26	Mouse (wireless)		1						
27	Mouse Wireless		5						
28	Wireless Display Dongle		1						
29	Wireless Mouse (silent)		4						
Network Peripherals									
30	Network cable		2						
31	Network Switch		1						
32	Switch(Unmanaged)		2						
Others									
33	Backlight Keyboard Case		1						
34	Deformable Leather Laptop Bag		1						
35	Digital Labeler		1						

36	Docking Station		1						
37	Ethernet Adapter		1						
38	Keyboard Touchpad Case		4						
39	Laptop Cooling Pad		15						
40	Laptop Sleeves		3						
41	Laptop Stand Riser		22						
42	Mobile Adapter		1						
43	Mouse Pad With Armrest		1						
44	Mouse Pad with Gel		4						
45	Tablet Holder		22						
46	Rack Mounted Tray		3						
47	USB Hub		19						
48	Stream Device		1						
Power Supplies and Batteries									
49	Battery Pack for UPS		10						
50	Laptop Charger		1						
51	Power Supply Rack Mounted		3						
52	UPS (3900)		2						
53	UPS (2900)		4						
54	Wireless Charger		22						
Printers and Scanners									
55	Printer (aio)		3						
56	Portable Scanner		1						
57	Scanner		4						

58	Scanner (ADF)		2						
59	Printer(AiO)(7500)		5						
60	Color Portable Scanner		5						
61	Scanner (Duplex)		1						
52	Printer		1						
63	Printer - ink tank		1						
64	Printer (ink tank)		12						
65	Printer (AlL-IN-ONE)		4						
66	Printer (AIO)		3						
Storage Devices									
67	External HDD (2TB)		5						
68	External HDD (3TB)		4						
69	Flash Disk		1						
70	External HDD (4TB)		10						
71	Portable SSD		1						
72	Card Reader		1						
73	External SSD (1TB)		8						
74	External HDD (1TB)		6						
75	External HDD (5TB)		2						
76	NAS (24TB)		1						
77	External HDD (2TB)		10						
78	Portable SSD(1TB)		1						
Tablets and Phone									

79	Tablet		2						
80	Smartphone		4						
81	IP Phone (cordless)		1						
82	Tablet (15)		2						
83	IP Phone		56						
84	Tablet		2						
85	Tablet		8						
86	Tablet (10.9)		4						
87	Tablet (12.9)		1						
Computers									
88	Computer (All-in-one)		1						
89	Desktop (ALL-in-one)		2						
90	Desktop (ALL-in-one)		3						
91	Laptop		1						
92	Laptop		1						
93	Laptop		1						
94	Laptop		1						
95	Laptop		2						
96	Laptop		2						
97	Laptop		1						
98	Laptop		1						
99	Rackmount Server		1						
Softwares and Licenses									

100	Online Design Tool		1						
101	Online Grammar Checker (Business)		20						
102	Online Grammar Checker (Premium)		3						
103	Office Productivity Software		3						
104	Voice Transcriber Software		4						
105	Recovery Tool		1						

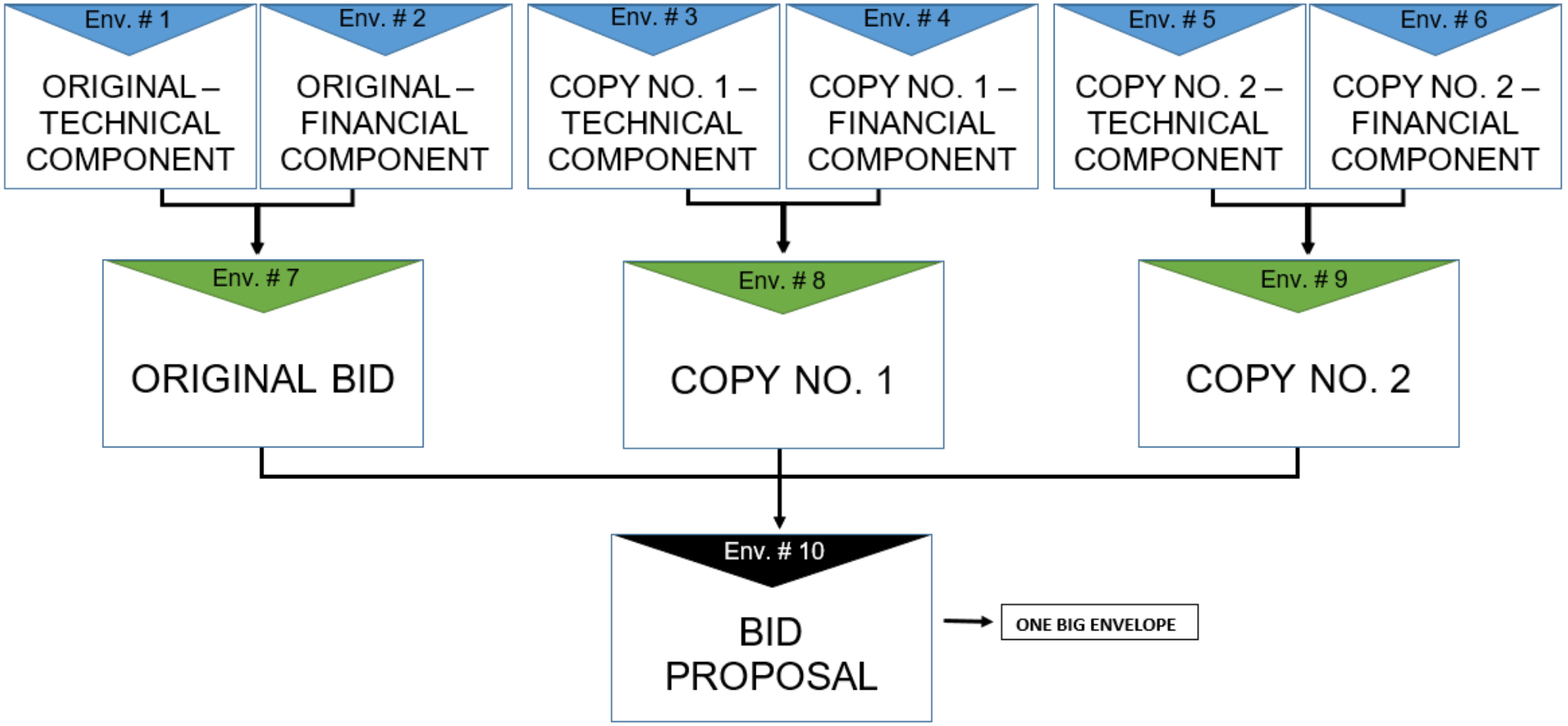
Name: _____

Legal Capacity: _____

Signature: _____

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

SEALING AND MARKING OF BIDS (MANUAL SUBMISSION)



ORIGINAL BID / COPY NO. 1 / COPY NO. 2
NAME OF THE CONTRACT TO BE BID IN CAPITAL LETTERS
NAME AND ADDRESS OF THE BIDDER IN CAPITAL LETTERS
PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC, AND NATURAL RESOURCES RESEARCH AND DEVELOPMENT (PCAARRD) - BIDS AND AWARDS COMMITTEE (BAC)
IDENTIFICATION NUMBER OF THE CONTRACT
DO NOT OPEN BEFORE (DATE AND TIME FOR THE OPENING OF BIDS)

ISO 9001:2015

DOST-PCAARRD Guidelines for the Electronic Submission and Receipt of Bids*

Preparation of bid proposals

a. All documents must be in PDF format and properly labelled.
b. The eligibility and technical components of bid will be saved in one folder with file name, "Technical Components."
c. Financial components of bid will be saved in another folder with file name, "Financial Components."

Use of a two-factor security procedure

a. Both folders must be compressed using 7-zip.
b. For consistency, bidders to choose ".zip" as the archive format and "AES-256" as the encryption method.
c. Bidder should set up a password for the compressed file.
d. The password for accessing the file will be disclosed by the bidder only during the actual bid opening, which may be done in person or face-to-face through videoconferencing, webcasting, or similar technology.
e. In case of failure to attend the actual bid opening, bidders may send the password in a separate email via schedule (delayed) send with the subject title, "Password (Bid Submission of <Name of Bidder>) - <Name of Project>" and indicate the password in the email body.
f. As a best practice, whether or not the bidder can attend the bid opening, bidders can send the password in a separate email via schedule (delayed) send with the same subject title. See FAQs.

Submission and receipt of bids

a. Bidders must send their bid proposals to bac@pcaarrd.dost.gov.ph at any time before the closing date and time indicated in the bidding documents. (Sending bid proposals using Gmail is preferred, but not required.)
b. For consistency, subject title of the email will be "Bid Submission of <Name of Bidder> - <Name of Project>."
c. Bidder will receive a bid receipt page for the official time of submission. This includes the link for the online meeting.
d. Late bids shall not be accepted.
e. Bidder can upload their proposals in Google Drive with the folder name "Bid Submission of <Name of Bidder> - <Name of Project>" if attachment size exceeds 25 MB:
    1. Bidder must follow procedure in *Preparation of bid proposals* and *Use of a two-factor security feature*.
    2. Bidder must create a folder in Google Drive.
    3. Bidder must upload the compressed and password-protected files in the folder.
    4. Bidder must send through email the link of the folder by following procedure a and b of *Submission and receipt of bids*.

Modification of bids

a. Should there be a need to modify submissions, the bidder shall send another bid to be labelled as "Modified." For consistency, subject title of the email will be: "Modified Bid Submission of <Name of Bidder> - <Name of Project>"
b. The bidder must follow the procedures mentioned above.
c. The time indicated upon receipt of the email with the modified bid proposal will be the official time of submission.

FAQs

Q: How do I compress/encrypt/password protect files using 7-zip?
A: https://youtu.be/5KwdedYjecU

Q: How do I schedule sending emails?
A: For Gmail - https://youtu.be/Zlz9uqWxuIk
For Outlook - https://youtu.be/q8URRvXy7Jk

Q: How do I share files from a cloud storage for files exceeding 25 MB?
A: https://youtu.be/JZTaK6T08TE

Note: These procedures shall be followed until the online bidding facility under the modernized Philippine Government Electronic Procurement System (mPhilGEPS) becomes fully operational.

For more information, please contact **The BAC Secretariat** of the Department of Science and Technology (DOST) - Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development (PCAARRD), Los Baños, Laguna at bac@pcaarrd.dost.gov.ph or (63) (49) 554 9670 local 206.

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