

Bids and Awards Committee for Goods (BAC-G)

PROCUREMENT OF INTEGRATED CLOUD BACKUP PROJECT PHASE 2

BID BULLETIN NO. 1

This Bid Bulletin clarifies the queries raised during the Pre-bid Conference on 08 November 2024 at 1:00 PM and from various queries received through email from the prospective bidders and other matters relative to the above Project.

A. Queries/Questions from the Prospective Bidders

QUERY	CLARIFICATION
1. Do we have an existing backup solution?	Yes, we have an existing backup solution.
2. Since there is an existing backup solution, is the backup solution for this project different from Phase 1? And what is the existing backup?	No, it should be the same. The existing backup solutions are Atempo Time Navigator for Servers, LINA for workstations, and Commvault for email.
3. Clarification on the additional 2TB storage on the Backup Server in the In-Country Cloud Do we copy the existing or compatible backup solution?	The 2TB additional storage will be added to the existing 6TB of the Lina Server.
4. Clarification on the details of the premise/private cloud or backup country cloud Can we also know your current supplier/provider?	The current supplier/provider is Sandz Solutions.
5. Clarification on the Additional 100 Agents for Desktop and Laptop - the existing provider has an x number of agents. Just to confirm the additional 100 will be installed for the new desktop/laptop?	Yes. The agents will be installed in the new 100 desktops and laptops. Currently, there are 300 agents installed.
6. Clarification on the Technical Specifications of the Assumptions: 20GB backup quota per Desktop/Laptop for automatic backup Do we multiply this by 100 agents with 20GB each as a requirement for the new backup solution? And is this for premises/private cloud or backup country cloud?	It will include the existing number of backups - the objective is to increase all backups in 20GB desktop/laptop, not just the new but also the existing.

<p>7. Clarification on the backup solution to the premises/private or backup country cloud</p> <p>What is the frequency and schedule?</p>	<p>Daily Incremental, Weekly, and Monthly</p>
<p>8. Is the bandwidth of the backup solution sufficient?</p>	<p>Yes, the bandwidth is sufficient.</p>
<p>9. Will you allow an e-signature on the reseller certificate coming from the manufacturer?</p>	<p>Yes, an e-signature is accepted and subject to validation.</p>
<p>10. Since there is an existing backup solution, and we will propose a new solution, is the end-user willing to maintain two (2) backup solutions?</p>	<p>No, this project shall be integrated into the existing backup solution.</p>
<p>11. Clarification on the confirmation you will allow e-signature for manufacturer certificates with signatories based outside the country?</p>	<p>Yes. We will allow e-signature for manufacturer's certificates provided the authenticity of the signatories.</p>
<p>12. On the additional Google Workspace, are you using Google Cloud?</p>	<p>No. Google Workspace is the one being backed up (Gdrive and Gmail).</p>
<p>13. What is the total size of the existing backup solution?</p>	<p>The existing backup solution has 46TB On-Prem, In Country Cloud: Lina Server - 8TB, HSS Server - 52TB, and Commvault Server - 35 TB.</p>
<p>14. Clarification on the subscriptions with the workspace</p> <p>Do we add the license, or the details can be provided?</p>	<p>An additional 150 licenses for Google are required.</p>
<p>15. On Windows Vista and Windows 8, etc., is it applicable on different Windows versions?</p>	<p>Please refer to the Section VII: Technical Specifications of the Bid Document under Compatibility; The proposed solution should support the following operating systems:</p> <p>Windows: Vista Windows 7 Windows 8 Windows 8.1</p>

	<p>windows 10 Windows 11 Windows Server 2008 Windows Server 2008 R2 Windows Server 2012 Windows Server 2012 R2 Windows Server 2016 Windows Server 2019 MacOS : macOs 10.14 (Mojave) macOs 10.15 (Catalina) macOS 10.16 (Big Sur) macOS 10.17/12.0.1 (Monterey) Linux</p>
16. Shall the new hybrid solution be installed on-premises or in the cloud?	Both, On-premise and on-cloud (Hybrid configuration).
17. Clarification on your previous backup Is it the same installation with the new backup solution? Does this still have the same premises/country cloud?	Yes, it is the same, The backup solution should be the same: on-premise and In-country cloud.
18. Are you willing to maintain two (2) backup solutions?	No, we will not maintain two (2) different backup solutions.
19. Are we allowed to state the current software you are using? Are you using two or more combinations of software?	Yes. The existing backup solution is ATempo Time Navigator for Servers, LINA for workstations, and Commvault for Email.
20. Will you allow a certificate of reseller distributorship?	Yes, we will allow a certificate of reseller distributorship.

B. General Reminders

- The presentations discussed during the Pre-bid Conference held on 08 November 2024 are made available through this Bid Bulletin:
 - End-user presentation:** Please refer to Annex A.
 - Checklist of requirements:** Please refer to Annex B.

NOTE: The presentations during the Pre-Bid Conference on 08 November 2024 are for discussion purposes only. Should there be any inconsistencies, the bidding documents (i.e., Invitation to Bid, Technical Specifications, Schedule of Requirements, and Bidding Forms) and subsequent bid bulletin shall prevail over the presentation.

2. Please take note of the following schedule:

ACTIVITIES	DATE/SCHEDULE
Deadline of Submission and Receipt of Bids	9:00 AM, 22 November 2024
Opening of Bids	1:00 PM, 22 November 2024

The above changes further amend the bidding documents accordingly. **The Submission and Opening of Bids will be conducted face-to-face** at the **BCDA Corporate Center, 2nd Floor, Bonifacio Technology Center, 31st St. corner 2nd Ave, Bonifacio Global City, Taguig City.** Alternatively, bidders may opt to attend online via Zoom. The meeting link will be provided upon request by the prospective bidders to the BAC-G Secretariat through the email address: bacgsecretariat@bcda.gov.ph.

3. For those attending in person, please consider the following guidelines:
- Attendees to the Pre-bid Conference and Opening of Bids are expected to follow the BCDA Health protocols; and
 - Observers/representatives who show signs of COVID-19-related symptoms are advised to join online and will not be allowed to enter the BCDA premises.

This Bid Bulletin is being issued pursuant to Sections 22.5.2 and 22.5.3 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Issued on **15 November 2024 (FRIDAY)**

BIDS AND AWARDS COMMITTEE FOR GOODS

By:


RICHARD BRIAN M. CEPE
Chairperson

Pre-Bid Conference

Integrated Cloud Backup Phase 2

November 08, 2024
11:00AM



PROJECT APPROVAL

The ICTD endorsed on 09 September 2024 the Procurement of the **Integrated Cloud Backup Phase 2** and was approved of 16 September 2024.

The approval memorandum was endorsed to the BAC-G Members on 09 October 2024

SALIENT POINTS

The Funding Source is:

The BASES CONVERSION AND DEVELOPMENT AUTHORITY (hereinafter referred to as BCDA), through the 2024 Corporate Operating Budget, intends to apply the sum of the:

**Procurement Integrated Cloud Backup Phase 2 -
Php3,200,000.00**

inclusive of all applicable taxes and fees, being the Approved Budget for the Contract (ABC) to payments under the contract for the bid of the said above project.

SALIENT POINT

The Funding Source: The Government of the Philippines (GOP) through 2024 BCDA Corporate Operating Budget intends to apply the following amount being the Approved Budget for the Contract (ABC):

<i>Item #</i>	<i>APP Code</i>	<i>Description</i>	<i>ABC</i>
1	BG2024-232	Integrated Cloud Backup Phase 2	PhP3,200,000.00

***inclusive of VAT** and all other applicable government taxes, fees, and charges. Bids received in excess of the ABC for each lot shall not be accepted at bid opening.

SALIENT POINT

The Funding Source: The Government of the Philippines (GOP) through 2024 BCDA Corporate Operating Budget intends to apply the following amount being the Approved Budget for the Contract (ABC):

***TOTAL AMOUNT of LOT 2, = Php 3,200,000.00**

***inclusive of VAT** and all other applicable government taxes, fees, and charges. Bids received in excess of the ABC for each lot shall not be accepted at bid opening.

SALIENT POINTS

- The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC, within five (5) years prior to the date of submission and receipt of bids for the project.

SALIENT POINTS

The bid security shall be in the form of a **Bid Securing Declaration**, or any of the following forms and amounts:

1. The amount of not less than **Php64,000.00** which is two percent (2%) of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or
2. The amount of not less than **Php160,000.00** which is *five percent (5%) of ABC]* if bid security is in Surety Bond.

SALIENT POINTS

- The Bid Security shall be valid for one hundred twenty (120) days from bid opening.
- Delivery of the GOODS shall be made by the Supplier in accordance with the terms specified in Schedule of Requirements

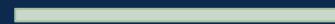
SCHEDULE OF REQUIREMENT

- **Description:**
Integrated Cloud Backup Phase 2;
- **Delivery, Days/Weeks/Months:**
Thirty (30) Calendar Days upon Receipt of NTP



Terms of Reference

Integrated Cloud Backup





Bid Data Sheet

Integrated Cloud Backup



BCDA[®]

Corporate Services Gro

Thank You!



CREDITS: This presentation template was created by **Slidesgo**, including icons by **Flaticon**, and infographics & images by **Freepik**

BIDS AND AWARDS COMMITTEE for GOODS

CHECKLIST OF REQUIREMENTS

Procurement of Integrated Cloud Backup Project Phase 2

Pre-Bid Conference

08 November 2024 (Friday), 1:00 PM

Bids and Award Committee for Goods (BAC-G)

CHECKLIST OF REQUIREMENTS

“For the Bid Form, Price Schedules, Bid Securing Declaration, Omnibus Sworn Statement, JVA or Notarized Statements as to forming JV for Goods, Performance Securing Declaration, if used, and Contract Agreement Form, the Bidder or its authorized representative shall be required to provide its name, legal capacity, and signature thereon.” *(Section 6.2 of GPPB Circular 04-2020)*

Failure to do so shall be a ground for the rejection of bid.

Procurement of Integrated Cloud Backup Project Phase 2

PRESENTATION OUTLINE:

- **TECHNICAL AND FINANCIAL REQUIREMENTS;**
- **MARKING AND SEALING OF ENVELOPES;**
- **IMPORTANT REMINDERS; and,**
- **SCHEDULE OF BIDDING ACTIVITIES.**

CHECKLIST OF REQUIREMENTS

PROPERLY TABBED AS FOLLOWS:

TECHNICAL COMPONENT ENVELOPE
(FIRST ENVELOPE)

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - LEGAL DOCUMENTS

**TAB
A**

Valid PhilGEPS Certificate of Registration under Platinum Membership (all pages) in accordance with Section 8.5.2 of the RIRR of RA No. 9184 (Government Procurement Reform Act).

Section 8.5.2:

All bidders shall upload and maintain in PhilGEPS a current and updated file of the following Class "A" eligibility documents under Sections 23.1(a) and 24.1(a):

- A. Registration Certificate;**
- B. Valid Mayor's/Business Permit or its Equivalent Document;**
- C. Valid Tax Clearance; and,**
- D. Audited Financial Statements (Year Ended 2023).**

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

TAB
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.

**TAB
C**

Statement of the Bidder's Single Largest Completed Contract (SLCC), similar to the contract to be bid.

The Bidder must have completed a single contract that is similar to this Project, equivalent to **at least fifty percent (50%) of the ABC** or **at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least fifty percent (50%) of the ABC**, with the largest of these similar contracts equivalent to at least twenty-five percent (25%) of the ABC.

Similar Contract/s shall refer to:

Procurement of Integrated Cloud Backup Project

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

The TWO (2) Statements (ONGOING AND SLCC) requirements shall indicate the following:

- name of the contract;
- date of the contract;
- contract duration;
- owner's name and address;
- kinds of Goods;
- for Statement of Ongoing Contracts - amount of contract and value of outstanding contracts;
- for Statement of SLCC - amount of completed contract, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement; and,
- date of delivery

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

REMINDER:

- ❑ The statement of ALL ONGOING contracts requirement is merely a “statement” of all ongoing contracts. It refers to a “statement” to be made by the bidder relative to ALL its ongoing government and private contracts, and not the actual submission of the physical NOA, NTP or Contract.

- ❑ The statement of SLCC to be submitted by the bidder shall attach ANY of the following proof:
 - ❑ End User’s Acceptance; OR,
 - ❑ Official Receipt issued for the contract; OR,
 - ❑ Sales Invoice issued for the contract, if completed.

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

FORMS: ONGOING AND SLCC

SF-G&S-19A

**Statement of All Ongoing Government and Private Contracts
Including Contracts Awarded but not yet Started**

Business Name : _____
 Business Address : _____

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name/ Address/ Contract Number	Kinds of Goods	Amount of Contract	Value of Outstanding Contracts	Date of Delivery
Government Contracts:							
1							
2							
Private Contracts:							
1							
2							
Total Amount:							

*Continue in a separate sheet if necessary.

Submitted by : _____
Signature over Printed Name of Authorized Representative

Date : _____

Note:

- If there is no ongoing contract including those awarded but not yet started, state none or equivalent term.
- The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).

Duly signed by the Bidder's Authorized Representative

SF-G&S-19B

**Statement of Single Largest Completed Contract (SLCC)
Similar in Nature to the Contract to be Bid**

Business Name : _____
 Business Address : _____

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name/Address/ Contract Number	Kinds of Goods	Amount of Contract	Date of Delivery

Submitted by : _____
Signature over Printed Name of Authorized Representative

Date : _____

Note:
 This statement shall be supported by ANY of the following:

- End User's Acceptance, or
- Official Receipt of the last payment received, or
- Sales Invoice.

Duly signed by the Bidder's Authorized Representative

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

**TAB
D**

**Bid Security in ANY of the following forms and amounts:
ABC: PhP 3,200,000.00**

❖ <u>Original Copy of Notarized Bid Securing Declaration</u>	<i>Bidding Forms</i> <u>FORM: BID SECURING DECLARATION</u>
❖ <u>Cash or Cashier's/Manager's Check</u> issued by a Universal or Commercial Bank.	2% of the ABC PhP 64,000.00
❖ <u>Bank Draft/Guarantee or Irrevocable Letter of Credit</u> issued by a Universal or Commercial Bank. Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
❖ <u>Surety Bond</u> with a Certificate from the Insurance Commission	5% of the ABC PhP 160,000.00

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

**TAB
E**

Conformity with Technical Specifications (Form) duly signed in every page by the principal bidder or the bidder's authorized representative (Section VII)

Schedule of Requirements and Technical Specs

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

TAB
F

Original duly signed Notarized Omnibus Sworn Statement in accordance with Section 25.3 of the 2016 Revised IRR of RA 9184, and using the form prescribed in Section VIII

Note:

The Notarized Omnibus Sworn Statement shall be accompanied by the Original Notarized Special Power of Attorney, Board/Partnership Resolution, or Original Notarized Secretary's Certificate, whichever is applicable.

CHECKLIST OF REQUIREMENTS: CLASS "A" DOCUMENTS - TECHNICAL DOCUMENTS

Form: Omnibus Sworn Statement (Revised)

Omnibus Sworn Statement (Revised)
(shall be submitted with the Bid)

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

AFFIDAVIT

1. [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 are true and correct, authentic copy of the original, complete, and all statements and declarations therein are true and correct.

5. [Name of Bidder] is authorizing the Head of the Procuring Entity and its 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

32

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:

- Carefully examining all of the Bidding Documents;
- Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- 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 undutifulness or abuse of confidence through misappropriation or conversion and payment received by a person or entity under an obligation involving the duty to deliver goods or services, to the prejudice of the public and the penalties pursuant to Article 318 of Act No. 3818 s. 1910, as amended Penal Code.

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]

33

OMNIBUS SWORN STATEMENT (REVISED)
SAMPLE FORM

**TAB
G**

The Prospective Bidder's Computation of Net Financial Contracting Capacity (NFCC) in accordance with ITB Clause 5 (Section IX, Bidding Forms);

FORMULA:

NFCC = [(Current assets minus current liabilities) x (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

OR,

Committed Line of Credit (CLC) from a Universal or Commercial Bank at least equal to ten percent (10%) of the ABC to be bid.

CHECKLIST OF REQUIREMENTS - CLASS "B" DOCUMENTS, IF APPLICABLE

**TAB
H**

If applicable, a duly signed Joint Venture Agreement (JVA) in case the joint venture is already in existence; OR,

Duly Notarized Statements from ALL the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

FINANCIAL COMPONENT ENVELOPE
(SECOND ENVELOPE)

CHECKLIST OF REQUIREMENTS - FINANCIAL COMPONENTS

**TAB
I**

Original of duly signed and accomplished Financial Bid Form

**TAB
J**

Original of duly signed and accomplished Price Schedule(s)

Note:

- ❖ *Financial Proposal is INCLUSIVE of VAT and all applicable taxes and fees; and,*
- ❖ *Bids received in excess of the ABC shall be automatically rejected at bid opening.*

CHECKLIST OF REQUIREMENTS - FINANCIAL COMPONENTS

Bid Form

APPENDIX 111

Bid Form for the Procurement of Goods
(shall be submitted with the bid)

BID FORM

Date: _____
Project Identification No.: _____

To: name and address of procuring entity

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Clarification's prescribed, the issues of which is hereby duly acknowledged, we, the undersigned, offer to supply/perform (specify) of the goods in conformity with the said PBDs for the sum of _____ amount in words and _____ or the total calculated bid price, as evaluated and computed for computational work, and other one modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to, property the applicable taxes, e.g., 10 value added tax (VAT), 10 income tax, 10 door taxes, and (if) other taxes and duties, which are levied herein or in the Price Schedules.

If our bid is accepted we undertake:

- to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- to provide a performance security in the form, amounts, and within the time prescribed in the PBDs;
- to abide by the Bid (Lot(s)) Notice specified in the PBDs and it shall remain binding upon us at all times until the expiration of the award.

Insert this paragraph if Foreign-Assisted Project with the Development Commissions or grants, if any, paid or to be paid by us to:
Bid, and to contract execution? we are awarded the contract, are listed:

Name and address Amount and Purpose of said Currency/Commission or grantly

(If none, state "None").

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

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

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

The undersigned is authorized to submit the bid in behalf of name of the bidder as evidenced by the attached (state the written authority).

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

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

Name: _____
Legal Capacity: _____
Signature: _____
Duly authorized to sign the Bid for and behalf of: _____
Date: _____

SAMPLE FORM

Price Schedule

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	Quantity or range	Unit	Unit price (USD and PHP)	Transportation and all other costs necessary to delivery per unit	Date and other items required (to complete per unit)	Cost of proposed item per unit	Total Price (USD and PHP)	Total Price (USD and PHP)

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

SAMPLE FORM

CHECKLIST OF REQUIREMENTS - OTHER DOCUMENTARY REQUIREMENTS UNDER RA NO. 9184, **AS APPLICABLE**

**TAB
K**

(For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos)

Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

**TAB
L**

Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Entity

SUMMARY

TAB	PARTICULAR (FIRST ENVELOPE - TECHNICAL COMPONENT)
A	<u>Valid PhilGEPS Registration Certificate (Platinum Membership)</u> (all pages) in accordance with Section 8.5.2 of the IRR; and,
B	<u>Statement of the prospective bidder of all its ongoing government and private contracts</u> , 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	<u>Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid</u> , 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	<u>Original copy of Bid Security</u> . If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission <u>or</u> Original copy of Notarized Bid Securing Declaration; and,

SUMMARY

TAB	PARTICULAR (FIRST ENVELOPE - TECHNICAL COMPONENT)
E	<u>Conformity with Technical Specifications</u> (Form) duly signed in every page by the principal bidder or the bidder's authorized representative (Section VII); and,
F	<u>Original duly signed Omnibus Sworn Statement (OSS)</u> and if applicable, <u>Original Notarized Secretary's Certificate</u> in case of a corporation, partnership, or cooperative; or <u>Original Special Power of Attorney</u> 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; and,
G	The prospective bidder's computation of <u>Net Financial Contracting Capacity (NFCC)</u> or a committed <u>Line of Credit</u> from a Universal or Commercial Bank in lieu of its NFCC computation; and,
H	If applicable, <u>a duly signed Joint Venture Agreement (JVA)</u> in case the joint venture is already in existence <u>or duly notarized statements from all the potential joint venture partners</u> stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

SUMMARY

TAB	PARTICULAR (SECOND ENVELOPE - FINANCIAL COMPONENT)
I	Original of duly signed and accomplished <u>Financial Bid Form</u> ; and
J	Original of duly signed and accomplished <u>Price Schedule(s)</u> ; and
	<u><i>Other documentary requirements under RA No. 9184 (as applicable)</i></u>
K	<i>[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]</i> <u>Certification from the relevant government office of their country</u> stating that Filipinos are allowed to participate in government procurement activities for the same item or product; and
L	<u>Certification from the DTI</u> if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

MARKING AND SEALING

MARKING AND SEALING

The bidders are requested to **USE TABS** in compiling their bid documents for quick and easy identification and verification.



MARKING AND SEALING

Sample Envelopes

ALL Envelopes shall:

- a. contain the name of the contract to be bid in capital letters;
- b. bear the name and address of the Bidder in capital letters;
- c. be addressed to the Procuring Entity's BAC; and
- d. bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, in accordance with ITB Clause 21.1.

ELIGIBILITY AND TECHNICAL COMPONENTS AND FINANCIAL PROPOSAL

**CENTRAL RECEIVING AND RELEASING AREA (CRRRA)
BASES CONVERSION AND DEVELOPMENT AUTHORITY (BCDA)**
BCDA CORPORATE CENTER
2ND FLOOR, BONIFACIO TECHNOLOGY CENTER
31ST STREET, CORNER 2ND AVENUE
BONIFACIO GLOBAL CITY, TAGUIG CITY

FOR:
PROCUREMENT OF _____

SUBMITTED BY:
**NAME AND SIGNATURE OF THE AUTHORIZED REPRESENTATIVE
COMPANY NAME AND COMPLETE ADDRESS**

ATTENTION TO:
RICHARD BRIAN M. CEPE
CHAIRPERSON
BCDA BIDS AND AWARDS COMMITTEE FOR GOODS

DO NOT OPEN BEFORE SPECIFY THE TIME AND DATE OF OPENING OF BIDS

ELIGIBILITY AND TECHNICAL COMPONENTS

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MARKING AND SEALING

Each Bidder shall submit the following (contained within the mother envelope):

FIRST ENVELOPE - ELIGIBILITY AND TECHNICAL COMPONENTS

SECOND ENVELOPE - FINANCIAL COMPONENTS

MOTHER ENVELOPE

ELIGIBILITY AND TECHNICAL COMPONENTS AND FINANCIAL PROPOSAL

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FIRST ENVELOPE

SECOND ENVELOPE



BIDDING DOCUMENTS' PRICE

APPROVED BUDGET FOR THE CONTRACT (ABC)

PhP 3,200,000.00

Inclusive of VAT and all applicable taxes and fees

Cost of bidding documents (non-refundable)

PhP 5,000.00

Bidders may purchase the bidding documents in cash, manager's check or via online using a bank-to-bank fund transfer method.

Kindly coordinate with the BAC-G Secretariat for details and instructions.

bacgsecretariat@bcda.gov.ph

REMINDERS

REMINDERS

- ❖ BCDA adheres to the **“NO-CONTACT RULE”**. All clarifications should be made in writing and addressed to the BAC-G Secretariat (bacgsecretariat@bcda.gov.ph)
- ❖ Visiting or calling the members of the BAC, the TWG, the Secretariat or anyone working for BCDA is not allowed and will not be entertained.



- ❖ Dates, in the absence of any qualifications, are meant to be calendar days. Calendar days include Saturdays, Sundays and Holidays.

REMINDERS

- ❖ **Required bidding documents shall be submitted at the BCDA Central Receiving and Releasing Area (CRRA), 2nd Floor, Bonifacio Technology Center (BTC), 31st Street corner 2nd Avenue, Bonifacio Global City (BGC), Taguig City**



REMINDERS

- ❖ The computer system clock at the CRRA that is set to Philippine Standard Time (PhST) shall be used as reference in determining the time for the submission of bids. **Late bids shall not be accepted.**
- ❖ Bidders may submit the required bidding documents **days before the deadline** for submission in order to avoid the possibility of being late for such submission.

REMINDERS

Opening of Bid is hybrid event. Prospective Bidders may choose to attend online via zoom or in person at the [BCDA Corporate Center BGC, Taguig City.](#)

For those attending online, kindly coordinate/inform our BACG Secretariat to send you the Zoom link.

For those attending in person, the following guidelines must be followed:

- Attendees to the Opening of Bids will be required to follow the minimum BCDA Health Protocols; and
- Observers/representatives who show signs of COVID-19 related symptoms are not allowed to enter the BCDA premises.

REMINDERS

- ❖ All licenses, permits and other required clearances should be valid at the time of the submission of bids, post-qualification, and signing of the contract.
- ❖ Any Bid Bulletin that may be issued shall be published in the PhilGEPS and the BCDA Website. However, **only those who purchased** the bidding documents are entitled to receive a copy of the Bid Bulletin (from the BACG) and to submit/participate in the bidding activities.
- ❖ The BAC expects the bidders to exercise due diligence in going through the bidding documents to be able to prepare their bids intelligently.
- ❖ BCDA reserves the right to waive minor defects in forms and requirement as long as they do not affect the genuineness and authenticity of the documents submitted.
- ❖ BCDA reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

SCHEDULE OF BIDDING ACTIVITIES

PARTICULARS	DATE
Pre-bid Conference	08 November 2024
Deadline for Request for Clarification, if any	November 12, 2024, 5:00 PM
Issuance of Bid Bulletin, if any	November 15, 2024
Deadline for Submission of the required Bidding Documents	November 22, 2024, 9:00 AM

SCHEDULE OF BIDDING ACTIVITIES

PARTICULARS	DATE
Opening of the Eligibility/Technical Requirements Proposal	November 22, 2024, 1:00 PM
Opening of Financial Proposal for those who passed the Technical Component	
Bid Evaluation (TWG's detailed evaluation of the submitted bids)	23-29 November 2024
Sending of Letter to the Bidder with LCB	29 November 2024

SCHEDULE OF BIDDING ACTIVITIES

PARTICULARS	DATE
Post Qualification on the Bidder with LCB or succeeding LCB (if any)	30 November - 11 December 2024
Deliberation by BACG of the Results of Post Qualification	11 December 2024
Issuance of BAC Resolution and Notice of Award*	On or before 16 December 2024
Issuance of Notice to Proceed and Contract Signing	On or before 26 December 2024

**All clarifications should be made in writing and
addressed to the BAC-G Secretariat:**

bacgsecretariat@bcda.gov.ph

THANK YOU!