

**PHILIPPINE BIDDING DOCUMENTS**

**PROCUREMENT OF ANNUAL  
CORPORATE EMAIL  
SUBSCRIPTION/  
MAINTENANCE**

**BASES CONVERSION AND DEVELOPMENT  
AUTHORITY**

**Sixth Edition  
July 2020**

# Preface

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

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

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

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

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

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

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# ***Glossary of Acronyms, Terms, and Abbreviations***

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

**BCDA** - Bases Conversion and Development Authority

**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 projects or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.

# Section I : Invitation to Bid

## INVITATION TO BID FOR PROCUREMENT OF ANNUAL CORPORATE EMAIL SUBSCRIPTION/MAINTENANCE

1. The **BASES CONVERSION AND DEVELOPMENT AUTHORITY (BCDA)** (hereinafter also referred to as the Procuring Entity), through the 2024 BCDA's Corporate Operating Budget (for Lot 1) and the 2024 General Appropriations Act (GAA) (for Lot 2), intends to apply the sum of *Four Million and Seven Hundred Thousand Pesos (PhP4,700,000.00)*, being the Approved Budget for the Contract (ABC), inclusive of VAT and all other applicable government taxes and fees:

Lot	Description	Qty	Total ABC
1	<b>Coverage for BCDA domain bcda.gov.ph:</b> a. Google Workspace Enterprise Starter - 1TB Storage b. Google Workspace Enterprise Standard - Unlimited Storage	420 Lic 7 Lic	<b>4,000,000.00</b> (Corporate Budget)
2	<b>Coverage for SCRП subdomain scrp.bcda.gov.ph:</b> a. Google Workspace Enterprise Starter - 1TB Storage b. Google Workspace Enterprise Standard - Unlimited Storage	50 Lic 1 Lic	<b>700,000.00</b> (GAA Budget)
<b>TOTAL (inclusive of VAT and all other applicable government taxes and fees)</b>			<b>Php 4,700,000.00</b>

The bidders must submit bids for both lots. Bidders who submitted bids for only one (1) lot shall automatically be rejected at bid opening. In addition, bids received in excess of the Approved Budget for the Contract (ABC) for each lot shall be automatically rejected at bid opening.

2. The BCDA now invites bids for the above Procurement of Annual Corporate Email Subscription/Maintenance. Delivery of the Goods is required within *30 calendar days from receipt of Notice to Proceed and/or immediately upon the expiration of the existing subscription of licenses*. Bidders should have completed, within *five (5) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

  
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3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, otherwise known as the “Government Procurement Reform Act”

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

4. Prospective Bidders may obtain further information from BCDA and inspect the Bidding Documents at the address given below from Monday to Friday, from 8:00 AM - 5:00 PM and /or at the BCDA website (<https://bcda.gov.ph/bids>).
5. A complete set of Bidding Documents may be acquired by interested Bidders from the BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue, Bonifacio Global City, Taguig City, starting **06 November 2024 to 26 November 2024 from 8:00 AM to 5:00 PM.** except Saturdays, Sundays and Holidays, and until **9:00 AM on 27 November 2024**, upon payment of a non-refundable fee, pursuant to the latest Guidelines issued by the GPPB.

The cost of the bidding documents are the following:

Lot	Amount
Lot 1 & 2	5,000.00

The Procuring Entity shall allow the bidder to present its proof of payment for the fees in cash, manager’s check, or via online fund transfer to BCDA Account.

The Bidding Documents may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of BCDA ([www.bcda.gov.ph](http://www.bcda.gov.ph)). Only bidders who purchased the Bidding Documents will be allowed to submit bids.

6. BCDA will hold a Pre-Bid Conference on 13 November 2024 at 10:00 AM at BCDA Corporate Center 2nd Floor, Bonifacio Technology Center, 31st Street Corner 2nd Avenue, Crescent Park West, Bonifacio Global City, Taguig and/or through video conferencing or webcasting via Zoom or Google Meet, which shall be open to prospective bidders. To be able to **join the online pre-bid conference**, a written request shall be made/e-mailed to the BAC-G Secretariat by the prospective bidders.
7. Bids must be duly received on or before **9:00 AM on 27 November 2024** at the BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue, Bonifacio Global City, Taguig City. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.

9. Bid opening shall be on **27 November 2024 at 10:00 AM** at the same address given above. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity
10. *The Pre-bid Conference and Opening of Bids are hybrid events. Prospective bidders may choose to attend online via zoom or in person at the BTC Office.*
11. BCDA reserves the right to waive minor defects in forms and requirements as long as they do not affect the genuineness and authenticity of the documents submitted.
12. BCDA 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 more information, please refer to:

*PREJEAN A. PRIETO*  
*Head Secretariat, BAC for Goods*  
*(02) 8575-1700 local 1731 / bacgsecretariat@bcda.gov.ph*

You may visit the following websites:

You may visit the following website, for downloading of Bidding Documents:  
<https://www.bcda.gov.ph/bids>

*Date of Issuance: 06 November 2024*

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*RICHARD BRIAN M. CEPE*  
*Chairperson*  
*Bids and Awards Committee for Goods*

## ***Section II. Instructions to Bidders***

### **1. Scope of Bid**

The Procuring Entity, BCDA, wishes to receive Bids for the Bidding of Annual Corporate Email Subscription/Maintenance as described in the Technical Specification herein the bidding documents (hereinafter referred to as the “Goods”)], with identification number as described in Section VII. Technical Specification.

The Procurement Project (referred to herein as “Project”) is composed of two (2) Lots, the details of which are described in Section VII (Technical Specifications).

### **2. Funding Information**

2.1. The GOP, through BCDA’s Corporate Operating Budget and 2024 GAA in the amount of *Four Million and Seven Hundred Thousand Pesos [Php4,700,000.00]*, inclusive of all applicable government taxes and fees.

2.2. The source of funding is:

- a. NGA, the General Appropriations Act or Special Appropriations.
- b. GOCC and GFIs, the Corporate Operating Budget.

### **3. Bidding Requirements**

The Bidding for the Project shall be governed by all the provisions of Republic Act No. 9184 and its 2016 revised Implementing Rules and Regulations, 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 Government Procurement Policy Board 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. If applicable,

a. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;

ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;

iii. When the Goods sought to be procured are not available from local suppliers; or

iv. When there is a need to prevent situations that defeat competition or restrain trade.

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

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an Single Largest Completed Contract that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the Philippine Statistics Authority’s Consumer Price Index, must be at least equivalent to:

If applicable,

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:

- 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 shall not be allowed to subcontract the entire nor a portion of the Project.

The Procuring Entity has prescribed that:

Subcontracting is not allowed.

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on 13 November 2024 at **10:00 AM** at the **BCDA Corporate Center, 2nd Floor, Bonifacio Technology Center 31st Street corner 2nd Avenue, Bonifacio- Global City Taguig City** 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 *five (5) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

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

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

## **12. Bid Prices**

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;

- iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
  - iv. The price of other (incidental) services, if any, listed in the **BDS**.
- b. For Goods offered from abroad:
- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
  - ii. The price of other (incidental) services, if any, as listed in the **BDS**.

### **13. Bid and Payment Currencies**

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

### **14. Bid Security**

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until *30 calendar days from insurance and/or Immediately upon the expiration of the existing subscription of licenses*. 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.

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<sup>1</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

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

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

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

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

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

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

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

## **18. Domestic Preference**

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

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

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

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.

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



19.4. The Project shall be awarded as follows:

One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.

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

## **20. Post-Qualification**

20.2. 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.

## **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*

### **Bid Data Sheet**

<b>ITB Clause</b>	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p style="text-align: center;"><i>Procurement of Annual Corporate Email Subscription/Maintenance</i></p> <p>The Bidder must have completed a <b>single contract</b> that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC per Lot, within five (5) years <b>prior</b> to the date of submission and receipt of bids</p>
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted as delivered duty paid in <i>Philippine Pesos</i> .
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>For LOT 1:</p> <p>A. The amount of not less than <b><i>Eighty Thousand Pesos [PhP80,000.00], equivalent to two percent (2%) of ABC</i></b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>B. The amount of not less than <b><i>Two Hundred Thousand Pesos [PhP200,000.00], equivalent to five percent (5%) of ABC</i></b> if bid security is in Surety Bond.</p> <p>For LOT 2:</p> <p>A. The amount of not less than <b><i>Fourteen Thousand Pesos [PhP14,000.00], equivalent to two percent (2%) of ABC</i></b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>B. The amount of not less than <b><i>Thirty Five Thousand Pesos [PhP35,000.00], equivalent to five percent (5%) of ABC</i></b> if bid security is in Surety Bond.</p>
19.3	The Approved Budget for the Contract (ABC) is PhP 4,700,000.00. Any Bids received in excess of the ABC for each Lot shall not be accepted. Bidders are required to bid on all Lots. Failure to bid in all lots shall be disqualified.

Lot	Description	Qty	Total
1	Coverage for BCDA domain bcda.gov.ph A. Google Workspace Enterprise Starter - 1TB Storage B. Google Workspace Enterprise Standard - Unlimited Storage	420 Lic 7 Lic	Php 4,000,000.00
2	Coverage for SCRP subdomain scrp.bcda.gov.ph A. Google Workspace Enterprise Starter - 1TB Storage B. Google Workspace Enterprise Standard - Unlimited Storage	50 Lic 1 Lic	Php 700,000.00
		TOTAL	Php 4,700,000.00

21.2	<p>A. Blacklisted consultants or service providers shall not be allowed to participate in the bidding.</p> <p>B. The bidder must have completed, within the period specified in the Invitation to Bid a Single Contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC. (For this purpose "similar contracts" shall refer to contracts involving the provision of Annual Corporate Email Subscription/Maintenance).</p> <p>C. The bidder's SLCC, similar to the contract to be bid, should have been completed within (5) years prior to the deadline for the submission and receipt of bids.</p> <p>D. The cost proposal shall be inclusive of all applicable taxes, fees, and other charges relative to the bid</p> <p>E. The bid price shall be written in words and figures in the prescribed form. In case of discrepancy between the words and figures, the written words shall prevail.</p> <p><i>"In case of discrepancies between: (a) bid prices in figures and in words, the latter shall prevail; (b) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the latter shall prevail; © stated total price and the actual sum of prices of component items, the latter shall prevail; (d) unit cost in the detailed estimate and unit cost in the bill of quantities, the latter shall prevail."</i></p>
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F. The bidding shall be conducted on the date, time, and location as published in the Invitation to Bid. The bid date will be scheduled for one (1) day and the sequence of bidding will be as follows:

- Opening of Eligibility and Technical Documents
- Opening of Financial Bid

G. The Contract for the Annual Corporate Email Subscription/Maintenance , shall be awarded to the bidder who is declared as the “Lowest Calculated and Responsive Bid/Single Calculated and Responsive Bid”.

H. In case of a tie, after the post qualification the provisions of the GPBB Circular 05-2005 (Tie Breaking Method) shall apply.

I. In accordance with the GPPB Non-Policy Memorandum dated 03 April 2014 (Section 32.2.1(a) of the Revised Implementing Rules and Regulation of RA 9184), zero (0) bid in any item is considered non-compliant.

J. A bid price higher than the specified ABC, for each lot shall automatically be disqualified. Bidders are required to bid on all Lots. Failure to bid in all lots shall be disqualified.

## ***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**.

2.3. For a single-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier in its bid.

2.4. For multi-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier during conduct of Mini-Competition.

### **3. Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.

#### **4. Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project 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**

5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

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

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

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

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

## *Section V. Special Conditions of Contract*

GCC Clause	
1	<p>a. Terms of Reference (TOR) or Technical Specification attached as Section VII</p> <p><b>Delivery and Documents</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are to be delivered in Taguig City. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative is the Information and Communication Technology Department (ICTD).</p> <p><b>Incidental Services</b></p> <p>The Supplier is required to provide all services specified in Section VI. Schedule of Requirements, including additional services stated in TOR or Technical Specifications.</p> <p style="padding-left: 40px;">a. Site visit by a qualified /certified application engineer when needed,</p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p><b>Spare Parts (Not Applicable)</b></p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p>Select appropriate requirements and delete the rest.</p>

	<ul style="list-style-type: none"> <li>a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</li> <li>b. in the event of termination of production of the spare parts: <ul style="list-style-type: none"> <li>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</li> <li>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ul> </li> </ul> <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the cost thereof are included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of three times the warranty period.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within two (2) months of placing the order.</p>
	<p><b>Packaging (Not Applicable)</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity</p>



	<p>Name of the Supplier</p> <p>Contract Description</p> <p>Final Destination</p> <p>Gross weight</p> <p>Any special lifting instructions</p> <p>Any special handling instructions</p> <p>Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation – Not Applicable</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p>

	<p><b>Intellectual Property Rights - Applicable</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	Partial payment is not allowed.
4	The inspections of the Corporate Email Subscription/Maintenance shall be done upon delivery and shall be conducted by ICTD and supported by Certificate of Acceptance as basis for the payment and Inspection and Acceptance Report (IAR).

## *Section VI. Schedule of Requirements*

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

Lot	Description	Qty	Delivered, Weeks/Months
Lot 1	Coverage for BCDA domain bcda.gov.ph A. Google Workspace Enterprise Starter - 1TB Storage B. Google Workspace Enterprise Standard - Unlimited Storage	420 Lic  7 Lic	Within 30 calendar days from receipt of Notice to Proceed and/or Immediately upon the expiration of the existing subscription of licenses
Lot 2	Coverage for SCRP subdomain scrp.bcda.gov.ph A. Google Workspace Enterprise Starter - 1TB Storage B. Google Workspace Enterprise Standard - Unlimited Storage	50 Lic  1 Lic	

**Bidder's Authorized Representative:**

**Name:** \_\_\_\_\_

**Legal capacity:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Duly authorized to sign the Bid for and behalf of:** \_\_\_\_\_

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

# *Section VII. Technical Specifications*

## *Procurement of Annual Corporate Email Subscription/Maintenance For 2024*

TERMS OF REFERENCE / TECHNICAL COMPLIANCE FORM			
LOT	Description	Compliance	
		Compliant	Non-compliant
<b>LOT 1</b>	<b>BCDA GOOGLE ENTERPRISE STARTER EDITION (Four Hundred Twenty - 420 LICENSES)</b>		
Core services	Gmail and Calendar		
	Groups for Business		
	Chat and chat rooms		
	Drive storage and Docs editors		
	Video conferencing with Meet		
	Directory management		
	Sites		
	Additional Google services: Blogger, YouTube, and more		
	Advanced chat rooms (threaded rooms and guest access rooms)		
	Google Cloud Search for internal search and assist		
Usage and support	Email, document, photo storage per user		
	99.9% uptime guarantee		
	24/7 phone support		
User access options	Supported browsers		
	Access across devices (computers, phones, tablets)		
	Offline access		
	Microsoft Outlook		
	IMAP and POP mail clients		
Security and data protection	2-step verification		
	Security keys for 2-step verification		
	Enforced SSL connections		

	Alert center: Notifications of potential security issues		
	Password monitoring and strength control		
	Collaboration with trusted external domains		
Reports and audit logs	Usage trends of apps and users (many reports)		
	Audit logs of user and admin activity (many logs)		
	Advanced Drive auditing and reports		
	Google Meet attendance reports		
	Export reports to BigQuery		
3rd-party app integration	Single sign-on (SSO) using Google as IdP		
	Single sign-on (SSO) using a 3rd-party IdP		
	App catalog of 200+ preconfigured SAML apps		
	Auto Provisioning of SAML apps (maximum number)		
Device management	Fundamental endpoint management (many features)		
Email addresses and mailing lists	Your email address (you@yourcompany.com)		
	Additional addresses per user (sales@yourcompany.com)		
	Addresses at multiple domains (you@company2.com)		
	Admin-controlled mailing lists		
	User-controlled mailing lists		
Email usage and limits	Email storage (shared with documents and photos)		
	Attachment size limit (sending)		
	Attachment size limit (receiving)		
	Recipients per message (To, Cc, Bcc fields combined)		
	Unique recipients per day. Each unique address counts once		
Email security and compliance	Junk email filtering and virus blocking		
	Gmail ads turned off		
	Custom filtering and content policies		
	Email and chat retention policies		
	Allowed IP addresses		
	User-managed denylists		
	Enforced compliance footers		

	Option to disable IMAP/POP access		
Advanced email delivery options	Catch-all address		
	Email routing options for split and dual delivery		
	Inbound gateway		
	Outbound gateway (for entire domain)		
	Outbound relay server (for alternative From: addresses)		
	Receiving from multiple POP addresses		
Drive and Docs editors	Shared drives for teams		
	Advanced Drive auditing and reports (Drive audit log)		
	Advanced Drive sharing permissions		
	Manage document approvals		
	Manage Drive metadata (custom labels and fields)		
	Turn Docs creation on or off		
	Organizational branding (custom templates)		
Google Meet	Maximum number of participants per meeting		
	External participants		
	Digital whiteboarding		
	Secure meetings		
	Presentations and screen sharing		
	App for Android and iOS		
	Dial in (U.S. & international numbers)		
	Record meetings & save them to Drive		
	In-domain live streaming (maximum number viewers)		
	Hand raising		
	Breakout rooms		
	Polls		
	Q&A		
	Track attendance		
Noise cancellation			
Groups / Groups for	Email list groups		

Business	Groups for content sharing, calendar invitations		
	Collaborative Inboxes and message moderation		
	User managed groups		
	Configuration groups for use by admins		
	Target audience groups (preset sharing options)		
Calendar	Team calendars		
	Resource booking (rooms, buildings, equipment)		
	Add video conferencing to events		
	Sync calendars with Microsoft Exchange		
<b>BCDA GOOGLE ENTERPRISE STANDARD EDITION (Seven - 7 LICENSES)</b>			
Core services	Gmail and Calendar		
	Groups for Business		
	Chat and chat rooms		
	Drive storage and Docs editors		
	Video conferencing with Meet		
	Directory management		
	Sites		
	Additional Google services: Blogger, YouTube, and more		
	Advanced chat rooms (threaded rooms and guest access rooms)		
	Google Cloud Search for internal search and assist		
Google Vault for eDiscovery and information governance			
Usage and support	Number of users		
	Email, document, photo storage per user		
	99.9% uptime guarantee		
	24/7 phone support		
	Enhanced support		
User access options	Supported browsers		
	Access across devices (computers, phones, tablets)		
	Offline access		
	Microsoft Outlook		

	IMAP and POP mail clients		
Security and data protection	2-step verification		
	Security keys for 2-step verification		
	Enforced SSL connections		
	Alert center: Notifications of potential security issues		
	Password monitoring and strength control		
	Collaboration with trusted external domains		
	Data loss prevention (DLP)		
	Control access based on user and device context		
	Set session length for Google services		
	Cloud Identity Premium		
Reports and audit logs	Usage trends of apps and users (many reports)		
	Audit logs of user and admin activity (many logs)		
	Advanced Drive auditing and reports		
	Google Meet attendance reports		
	Export reports to BigQuery		
3rd-party app integration	Single sign-on (SSO) using Google as IdP		
	Single sign-on (SSO) using a 3rd-party IdP		
	App catalog of 200+ preconfigured SAML apps		
	Auto Provisioning of SAML apps (maximum number)		
	Secure LDAP: Connect LDAP-based apps and services		
	Manage access to password vaulted apps		
Device management	Fundamental endpoint management (many features)		
	Android app management		
	Advanced endpoint management (many features)		
	Selectively distribute mobile apps		
	Devices audit log		
	Report inactive company owned devices		
	Company owned Android devices		
	Company owned iOS devices		



	Windows device management		
	iOS data protection		
	Remote device wipe (Windows)		
	Mobile device certificates		
	Management rules		
Email addresses and mailing lists	Your email address (you@yourcompany.com)		
	Additional addresses per user (sales@yourcompany.com)		
	Addresses at multiple domains (you@company2.com)		
	Admin-controlled mailing lists		
	User-controlled mailing lists		
Email usage and limits	Email storage (shared with documents and photos)		
	Attachment size limit (sending)		
	Attachment size limit (receiving)		
	Recipients per message (To, Cc, Bcc fields combined)		
	Unique recipients per day. Each unique address counts once		
Email security and compliance	Junk email filtering and virus blocking		
	Gmail ads turned off		
	Custom filtering and content policies		
	Email and chat retention policies		
	Allowed IP addresses		
	User-managed denylists		
	Enforced compliance footers		
	Option to disable IMAP/POP access		
	Vault for email/IM eDiscovery and archiving		
	Gmail data loss prevention (DLP)		
	Optical character recognition (OCR)		
	Gmail log search in BigQuery		
Gmail integration with a 3rd-party archiving solution			
Advanced email delivery options	Catch-all address		
	Email routing options for split and dual delivery		

	Inbound gateway		
	Outbound gateway (for entire domain)		
	Outbound relay server (for alternative From: addresses)		
	Receiving from multiple POP addresses		
Drive and Docs editors	Shared drives for teams		
	Advanced Drive auditing and reports (Drive audit log)		
	Advanced Drive sharing permissions		
	Manage document approvals		
	Manage Drive metadata (custom labels and fields)		
	Turn Docs creation on or off		
	Connected Sheets		
	Drive data loss prevention (DLP)		
	Organizational branding (custom templates)		
Google Meet	Maximum number of participants per meeting		
	External participants		
	Digital whiteboarding		
	Secure meetings		
	Presentations and screen sharing		
	App for Android and iOS		
	Dial in (U.S. & international numbers)		
	Record meetings & save them to Drive		
	In-domain live streaming (maximum number viewers)		
	Hand raising		
	Breakout rooms		
	Polls		
	Q&A		
	Track attendance		
Noise cancellation			
Groups / Groups for Business	Email list groups		
	Groups for content sharing, calendar invitations		

	Collaborative Inboxes and message moderation		
	User managed groups		
	Configuration groups for use by admins		
	Target audience groups (preset sharing options)		
	Dynamic groups (manage membership automatically)		
Calendar	Team calendars		
	Resource booking (rooms, buildings, equipment)		
	Add video conferencing to events		
	Sync calendars with Microsoft Exchange		
	Set a default duration for events		
	Automatically free unused meeting rooms		
<b>LOT 2</b>	<b>SCRIP GOOGLE ENTERPRISE STARTER EDITION (Fifty - 50 LICENSES)</b>		
Core services	Gmail and Calendar		
	Groups for Business		
	Chat and chat rooms		
	Drive storage and Docs editors		
	Video conferencing with Meet		
	Directory management		
	Sites		
	Additional Google services: Blogger, YouTube, and more		
	Advanced chat rooms (threaded rooms and guest access rooms)		
	Google Cloud Search for internal search and assist		
Usage and support	Email, document, photo storage per user		
	99.9% uptime guarantee		
	24/7 phone support		
User access options	Supported browsers		
	Access across devices (computers, phones, tablets)		
	Offline access		
	Microsoft Outlook		
	IMAP and POP mail clients		

Security and data protection	2-step verification		
	Security keys for 2-step verification		
	Enforced SSL connections		
	Alert center: Notifications of potential security issues		
	Password monitoring and strength control		
	Collaboration with trusted external domains		
Reports and audit logs	Usage trends of apps and users (many reports)		
	Audit logs of user and admin activity (many logs)		
	Advanced Drive auditing and reports		
	Google Meet attendance reports		
	Export reports to BigQuery		
3rd-party app integration	Single sign-on (SSO) using Google as IdP		
	Single sign-on (SSO) using a 3rd-party IdP		
	App catalog of 200+ preconfigured SAML apps		
	Auto Provisioning of SAML apps (maximum number)		
Device management	Fundamental endpoint management (many features)		
Email addresses and mailing lists	Your email address (you@yourcompany.com)		
	Additional addresses per user (sales@yourcompany.com)		
	Addresses at multiple domains (you@company2.com)		
	Admin-controlled mailing lists		
	User-controlled mailing lists		
Email usage and limits	Email storage (shared with documents and photos)		
	Attachment size limit (sending)		
	Attachment size limit (receiving)		
	Recipients per message (To, Cc, Bcc fields combined)		
	Unique recipients per day. Each unique address counts once		
Email security and compliance	Junk email filtering and virus blocking		
	Gmail ads turned off		
	Custom filtering and content policies		
	Email and chat retention policies		

	Allowed IP addresses		
	User-managed denylists		
	Enforced compliance footers		
	Option to disable IMAP/POP access		
Advanced email delivery options	Catch-all address		
	Email routing options for split and dual delivery		
	Inbound gateway		
	Outbound gateway (for entire domain)		
	Outbound relay server (for alternative From: addresses)		
	Receiving from multiple POP addresses		
Drive and Docs editors	Shared drives for teams		
	Advanced Drive auditing and reports (Drive audit log)		
	Advanced Drive sharing permissions		
	Manage document approvals		
	Manage Drive metadata (custom labels and fields)		
	Turn Docs creation on or off		
	Organizational branding (custom templates)		
Google Meet	Maximum number of participants per meeting		
	External participants		
	Digital whiteboarding		
	Secure meetings		
	Presentations and screen sharing		
	App for Android and iOS		
	Dial in (U.S. & international numbers)		
	Record meetings & save them to Drive		
	In-domain live streaming (maximum number viewers)		
	Hand raising		
	Breakout rooms		
	Polls		
	Q&A		

	Track attendance		
	Noise cancellation		
Groups / Groups for Business	Email list groups		
	Groups for content sharing, calendar invitations		
	Collaborative Inboxes and message moderation		
	User managed groups		
	Configuration groups for use by admins		
	Target audience groups (preset sharing options)		
Calendar	Team calendars		
	Resource booking (rooms, buildings, equipment)		
	Add video conferencing to events		
	Sync calendars with Microsoft Exchange		
<b>SCRIP GOOGLE ENTERPRISE STANDARD EDITION (One - 1 LICENSE)</b>			
Core services	Gmail and Calendar		
	Groups for Business		
	Chat and chat rooms		
	Drive storage and Docs editors		
	Video conferencing with Meet		
	Directory management		
	Sites		
	Additional Google services: Blogger, YouTube, and more		
	Advanced chat rooms (threaded rooms and guest access rooms)		
	Google Cloud Search for internal search and assist		
Google Vault for eDiscovery and information governance			
Usage and support	Number of users		
	Email, document, photo storage per user		
	99.9% uptime guarantee		
	24/7 phone support		
	Enhanced support		
User access	Supported browsers		

options	Access across devices (computers, phones, tablets)		
	Offline access		
	Microsoft Outlook		
	IMAP and POP mail clients		
Security and data protection	2-step verification		
	Security keys for 2-step verification		
	Enforced SSL connections		
	Alert center: Notifications of potential security issues		
	Password monitoring and strength control		
	Collaboration with trusted external domains		
	Data loss prevention (DLP)		
	Control access based on user and device context		
	Set session length for Google services		
	Cloud Identity Premium		
Reports and audit logs	Usage trends of apps and users (many reports)		
	Audit logs of user and admin activity (many logs)		
	Advanced Drive auditing and reports		
	Google Meet attendance reports		
	Export reports to BigQuery		
3rd-party app integration	Single sign-on (SSO) using Google as IdP		
	Single sign-on (SSO) using a 3rd-party IdP		
	App catalog of 200+ preconfigured SAML apps		
	Auto Provisioning of SAML apps (maximum number)		
	Secure LDAP: Connect LDAP-based apps and services		
	Manage access to password vaulted apps		
Device management	Fundamental endpoint management (many features)		
	Android app management		
	Advanced endpoint management (many features)		
	Selectively distribute mobile apps		
	Devices audit log		

	Report inactive company owned devices		
	Company owned Android devices		
	Company owned iOS devices		
	Windows device management		
	iOS data protection		
	Remote device wipe (Windows)		
	Mobile device certificates		
	Management rules		
Email addresses and mailing lists	Your email address (you@yourcompany.com)		
	Additional addresses per user (sales@yourcompany.com)		
	Addresses at multiple domains (you@company2.com)		
	Admin-controlled mailing lists		
	User-controlled mailing lists		
Email usage and limits	Email storage (shared with documents and photos)		
	Attachment size limit (sending)		
	Attachment size limit (receiving)		
	Recipients per message (To, Cc, Bcc fields combined)		
	Unique recipients per day. Each unique address counts once		
Email security and compliance	Junk email filtering and virus blocking		
	Gmail ads turned off		
	Custom filtering and content policies		
	Email and chat retention policies		
	Allowed IP addresses		
	User-managed denylists		
	Enforced compliance footers		
	Option to disable IMAP/POP access		
	Vault for email/IM eDiscovery and archiving		
	Gmail data loss prevention (DLP)		
	Optical character recognition (OCR)		
Gmail log search in BigQuery			



	Gmail integration with a 3rd-party archiving solution		
Advanced email delivery options	Catch-all address		
	Email routing options for split and dual delivery		
	Inbound gateway		
	Outbound gateway (for entire domain)		
	Outbound relay server (for alternative From: addresses)		
	Receiving from multiple POP addresses		
Drive and Docs editors	Shared drives for teams		
	Advanced Drive auditing and reports (Drive audit log)		
	Advanced Drive sharing permissions		
	Manage document approvals		
	Manage Drive metadata (custom labels and fields)		
	Turn Docs creation on or off		
	Connected Sheets		
	Drive data loss prevention (DLP)		
	Organizational branding (custom templates)		
Google Meet	Maximum number of participants per meeting		
	External participants		
	Digital whiteboarding		
	Secure meetings		
	Presentations and screen sharing		
	App for Android and iOS		
	Dial in (U.S. & international numbers)		
	Record meetings & save them to Drive		
	In-domain live streaming (maximum number viewers)		
	Hand raising		
	Breakout rooms		
	Polls		
	Q&A		
	Track attendance		

	Noise cancellation		
Groups / Groups for Business	Email list groups		
	Groups for content sharing, calendar invitations		
	Collaborative Inboxes and message moderation		
	User managed groups		
	Configuration groups for use by admins		
	Target audience groups (preset sharing options)		
	Dynamic groups (manage membership automatically)		
Calendar	Team calendars		
	Resource booking (rooms, buildings, equipment)		
	Add video conferencing to events		
	Sync calendars with Microsoft Exchange		
	Set a default duration for events		
	Automatically free unused meeting rooms		

**Service Level Agreement:**

The SUPPLIER shall follow the standard Google Workspace Service Level Agreement published in the website.

**Subscription Transition:**

In the case that the SUPPLIER is not the current provider, the initial transition work may start upon the receipt of the Notice to Proceed (NTP) issued by BCDA.

To ensure continuous accessibility of the email system, the SUPPLIER shall provide the following:

1. Dedicated assistance in the turn over of the platform to the new service provider to ensure smooth transition;
2. A maximum seven (7) working days grace period of continuous accessibility of the email system shall be provided after the lapse of the current or existing contract, until the full transition is completed.

**Warranty Security:**

Section 62.1 of the revised Implementing Rules and Regulations of R.A. 9184

For the procurement of Goods, in order to assure that manufacturing defects shall be corrected by the supplier, a warranty security shall be required from the contract awardee for a minimum

period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of Non-expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies.

The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) but not to exceed five percent (5%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) but not to exceed five percent (5%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period or, in the case of Expendable Supplies, after consumption thereof: Provided, however, that the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

**For the Renewal/Maintenance Licenses and IT Services procurement classification which the BCDA Email System falls under, the BCDA will deduct one percent (1%) of the contract amount of the project as Warranty Security and will be refundable upon project completion or after the contract period.**

**Google Workspace training sessions:**

1. 2 x 4-hour Google Workspace platform training session/ for selected end users in your organization.
2. 1 x 4-hour Google Admin console technical training session for IT administrators and support staff.
3. Each training session can accommodate up to 25 participants to maximize engagement.
4. Includes a certificate of completion signed by a Google Workspace Certified resource.
5. Includes a certificate of completion signed by a Google Workspace Certified resource.
6. Remote training and hands-on facilities will be provided by your organization.

**Scope:**

1. Assist for the maintenance of Google Workspace Email System.
2. Primary focal point for any matters concerning the email messaging and collaboration platform.
3. Assist the schedule, actions, and issues/risks registers for the duration of the maintenance of Google Workspace Email System.
4. Train the IT admin on updates of Google Workspace platform.

**Implementation Period:**

The activation of the Google Workspace Email system commences upon the expiration of the existing licenses and maintenance and support shall be provided for one (1) year upon the issuance of Notice to Proceed.

Bidder's Authorized Representative:

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

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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

# ***Section VIII. Checklist of Technical and Financial Documents***

## **I. TECHNICAL COMPONENT ENVELOPE**

### ***Class “A” Documents***

#### ***Legal Documents***

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

#### ***Technical Documents***

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

#### ***Financial Documents***

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

### *Class “B” Documents*

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

## **II. FINANCIAL COMPONENT ENVELOPE**

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

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

- (k) Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

# ***Section IX.***

## ***Bidding Forms***

### **Bid Form**

---

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

Invitation to Bid No.(reference no.): \_\_\_\_\_

To: BASES CONVERSION AND DEVELOPMENT AUTHORITY  
2<sup>nd</sup> Floor Bonifacio Technology Center  
31<sup>st</sup> St., Cor. 2<sup>nd</sup> Ave., Bonifacio Global City  
Taguig City

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

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

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

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

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

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

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

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

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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

**Price Schedule for Goods Offered from Within the Philippines**  
*[shall be submitted with the Bid if bidder is offering goods from within the Philippines]*

**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_ of \_\_\_

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

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

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_



## **Omnibus Sworn Statement (Revised)**

*[shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES )

CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### **AFFIDAVIT**

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

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

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

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

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

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

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

3. *[Name of Bidder] is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;***
4. *Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;*
5. *[Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;*
6. *[Select one, delete the rest:]*

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

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

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

7. *[Name of Bidder] complies with existing labor laws and standards; and*
8. *[Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:*
  - a. *Carefully examining all of the Bidding Documents;*
  - b. *Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;*
  - c. *Making an estimate of the facilities available and needed for the contract to be bid, if any; and*
  - d. *Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].*

9. *[Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.*
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

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

*[Insert signatory's legal capacity]*

*Affiant*

**[Jurat]**

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

## **Bid Securing Declaration Form**

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

REPUBLIC OF THE PHILIPPINES)

CITY OF \_\_\_\_\_) S.S.

### **BID SECURING DECLARATION**

**Project Identification No.(reference no.): *[Insert number]***

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we have declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

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

Affiant

**[Jurat]**

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

# Sample Forms

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 and Address	Kinds of Goods	Amount of Contract	Value of Outstanding Contracts	Date of Delivery
<b>Government Contracts:</b>							
1.							
2.							
<b>Private Contracts:</b>							
1.							
2.							
<b>Total Amount:</b>							

\*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).

**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 and Address	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

**FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK**

- A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:  
 NFCC = K (current asset – current liabilities) minus the value of all outstanding works under ongoing contracts including awarded contracts yet to be started

NFCC = P \_\_\_\_\_

$K = 15$

Submitted by:

\_\_\_\_\_  
 Name of Supplier / Distributor / Manufacturer

\_\_\_\_\_  
 Signature of Authorized Representative  
 Date : \_\_\_\_\_

*NOTE:*

1. If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

# *Section X.*

## *Procurement of Annual Corporate Email Subscription/Maintenance*

### SCHEDULE OF BIDDING ACTIVITIES

No.	ACTIVITIES	SCHEDULE
1	Pre-Procurement Conference	30 October 2024 (Wednesday)
2	Advertisement/Posting of Invitation to Bid	06 November 2024
3	Issuance and Availability of Bidding Documents	06 November - 27 November 2024
<b>4</b>	<b>Pre-Bid Conference</b>	<b>13 November 2024 10:00 AM</b>
5	Deadline for Request for Clarification, if any	17 November 2024 5:00 PM
6	Deadline of Issuance of Last Supplemental/Bid Bulletin, if any	20 November 2024
<b>7</b>	<b>Deadline of Submission and Receipt of Bids</b>	<b>9:00 AM, 27 November 2024 (Tuesday)</b>
<b>8</b>	<b>Opening of Bids</b>	<b>10:00 AM, 27 November 2024</b>
9	Detailed Evaluation of Bids*	28 November - 04 December 2024
10	Determination of the Bidder with the Lowest Calculated Bid (LCB)*	04 December 2024
11	Issuance of Notice for Post-Qualification to Bidder with LCB*	04 December 2024
12	Post Qualification on the Bidder with LCB or succeeding LCB (if any)*	05 December - 16 December 2024
13	Determination of the Bidder with the Lowest Calculated and Responsive Bid (LCRB) and issuance of BAC Resolution recommending LCRB*	16 December 2024
14	Approval of BAC Resolution and Notice of Award*	20 December 2024
15	Issuance of Notice to Proceed and Contract Signing*	on or before 27 December 2024

*\*Subject to change*



Republic of the Philippines



Government Procurement Policy Board