

# **BASES CONVERSION AND DEVELOPMENT AUTHORITY**

## **Procurement of Integrated Cloud Backup Maintenance (Phase 1, 2 and Hybrid Backup)**

**Sixth Edition  
July 2020**

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## *Invitation to Bid*

### *Procurement of Integrated Cloud Backup Maintenance (Phase 1, 2 & Hybrid Backup)*

1. The **BASES CONVERSION AND DEVELOPMENT AUTHORITY (BCDA)**, through its 2025 Corporate Operating Budget (COB), intends to apply the sum of **SIXTEEN MILLION PESOS and 00/100 (PhP16,000,000.00)**, inclusive of VAT and all other applicable government taxes, fees, and charges, being the Approved Budget for the Contract (ABC), to payments related to the Procurement of **Integrated Cloud Backup Maintenance (Phase 1, 2 & Hybrid Backup)**, hereinafter, “The Project” with Invitation to Bid Reference No./Project ID No. of BG2025-196.

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The BCDA now invites bids for the Bidding of Procurement of Integrated Cloud Backup Maintenance 2025 (Phase 1, 2 and Hybrid Backup). Delivery of the Goods is required within thirty (30) calendar days from the receipt of the Notice to Proceed (NTP). Bidders should have completed, within five (5) years prior to the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II, Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, otherwise known as the “Government Procurement Reform Act”
  - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from 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, 2<sup>nd</sup> Floor Bonifacio Technology Center, 31<sup>st</sup> St. cor. 2<sup>nd</sup> Avenue, Bonifacio Global City, Taguig City, starting **11 June 2025 to 02 July 2025 from 8:00 AM to 5:00 PM**, except Saturdays, Sundays and Holidays, and until **9:00 AM on 03 July 2025 (Thursday)**, upon payment of a non-refundable fee, pursuant to the latest Guidelines issued by the GPPB.

The cost of the bidding document::

Approved Budget for the Contract	Cost of Bidding Documents (PhP)
More than <b>PhP 10,000,000.00</b> up to <b>PhP 50,000,000.00</b>	25,000.00

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.bdda.gov.ph](http://www.bdda.gov.ph)). Only bidders who purchased the Bidding Documents will be allowed to submit bids.

6. BCDA will hold a Pre-Bid Conference on **19 June 2025 (Thursday) at 10:00 AM** at the 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 03 July 2025 (Thursday)** 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 **03 July 2025 (Thursday) 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 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.
11. Prospective bidders are expected to have read the bidding documents including the technical specifications prior to attending the pre-bid conference.
12. 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.

For more information, please refer to:

**MS, QUEENNIE BAUTISTA-PORMENTO**  
BAC-G Secretariat Head  
(02)8575-1774, [bacgsecretariat@bdda.gov.ph](mailto:bacgsecretariat@bdda.gov.ph)

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

Date of Issuance: 11 June 2025

#### **BIDS AND AWARDS COMMITTEE FOR GOODS**

By:

  
**JOCELYN L. CANIONES**  
Vice Chairperson

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

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

The Procuring Entity, BCDA, wishes to receive Bids for the ***Bidding of Integrated Cloud Backup Maintenance (Phase 1, 2 and Hybrid Backup)***, as described in the Technical Specification herein the bidding documents (hereinafter referred to as the “Goods”) under a Framework Agreement, with identification number as described in Section VII. Technical Specification.

The Procurement Project (referred to herein as “Project”) is composed of one (1) Lot, the details of which are described in Section VII (Technical Specifications).

### **2. Funding Information**

2.1. The Government of the Philippines (GOP), through the source of funding, as indicated below for the ***Bidding of Integrated Cloud Backup Maintenance (Phase 1, 2 and Hybrid Backup)*** in the amount of Pesos: ***Sixteen Million Pesos and 00/100 (PhP16,000,000.00), inclusive of government taxes and fees.***

2.2. The source of funding is the BCDA CY 2025 Corporate Operating Budget.

### **3. Bidding Requirements**

The Bidding for the Project shall be governed by the provisions of RA 9184 and its 2016 Revised Implementing Rules and Regulations (RIRR), including its Generic Procurement Manuals and associated policies, rules, and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

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

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

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

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 RIRR 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 SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

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, if and when applicable:

- 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 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 **19 June 2025 at 10:00 AM** at the **BCDA Corporate Center, 2<sup>nd</sup> Floor, Bonifacio Technology Center 31<sup>st</sup> Street corner 2<sup>nd</sup> 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 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* from the date of submission and receipt of bids, a contract similar to the Project.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in a 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 the delivery of the Goods to their final destination; and
    - iv. The price of other (incidental) services, if any, listed in e.
  - b. For Goods offered from abroad:
    - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through



carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

- ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

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

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

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

### **14. Bid Security**

14.1. The Bidder shall submit a Bid Securing Declaration<sup>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 one hundred twenty (120) calendar days from its issuance. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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

**Each Bidder shall submit one copy of the first and second components of its Bid.**

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

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

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

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

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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.

## **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, the attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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

## **18. Domestic Preference**

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

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

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

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots, and evaluation will be undertaken on a per lot basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for the lot.

- 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:

Option 1 – One Project having several items that shall be awarded as one contract.

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

## **20. Post-Qualification**

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

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

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

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

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p style="text-align: center;">Procurement of Integrated Cloud Backup Project (On-premise and Off-site)</p> <p>The bidder must have completed, within the last five (5) years prior to the date of submission and receipt of bids, a contract similar to the Project, equivalent to at least fifty percent (50%) of the ABC:</p>
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted as delivered duty paid <i>in Philippine Pesos</i> .
14.1	<p>The bid security shall be in the form of a <b>Bid Securing Declaration</b>, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> <li>a. The amount of not less than <b>PhP320,000.00</b> which is <i>two percent (2%) of ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee, or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>PhP800,000.00</b> which is <i>five percent (5%) of ABC</i> if bid security is in Surety Bond</li> </ul>
19.3	<p>The Approved Budget for the Contract (ABC) is <b>PhP 16,000,000.00</b>. Any Bids received in excess of the ABC for the project shall be automatically rejected at bid opening.</p> <p>In case of a tie, after the post qualification, the provisions of the GPPB Circular 05-2005 (Tie Breaking Method) shall apply.</p>
21.2	<ul style="list-style-type: none"> <li>a. Blacklisted consultants or service providers shall not be allowed to participate in the bidding.</li> <li>b. The bidder must have completed, within the period specified in the Invitation to Bid, a <b>Single Contract</b> 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 supply, and delivery of  Integrated On-Premise and Cloud Backup Project</li> <li>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.</li> <li>d. The cost proposal shall be inclusive of all applicable taxes, fees, and other charges relative to the bid</li> <li>e. The bid price shall be written in words and figures in the prescribed form. In case of discrepancy between the words and figures, <b>the written words shall prevail</b>.</li> </ul>

	<p>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:</p> <ul style="list-style-type: none"> <li>- Opening of Eligibility and Technical Documents</li> <li>- Opening of Financial Bid</li> </ul> <p>g. The Contract for the Integrated Cloud Backup Maintenance (Phase 1, 2 and Hybrid Backup), shall be awarded to the bidder who is declared as the “Lowest Calculated and Responsive Bid/Single Calculated and Responsive Bid”.</p> <p>h. In case of a tie, after the post qualification, the provisions of the GPPB Circular 05-2005 (Tie Breaking Method) shall apply.</p> <p>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.</p> <p>j. A bid price higher than the specified ABC shall automatically be disqualified.</p>
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## ***Section IV. General Conditions of Contract***

### **1. Scope of Contract**

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

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

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

### **2. Advance Payment and Terms of Payment**

- 2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

### **3. Performance Security**

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

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

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

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

## **5. Warranty**

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

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

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

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

## *Section V. Special Conditions of Contract*

GCC Clause	
1	<p>a. Terms of Reference (TOR) or Technical Specification attached as Section VII</p> <p>Delivery and Documents</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>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>Incidental Services</p> <p>The Supplier is required to provide all services specified in Section VI.</p> <p>Schedule of Requirements, including additional services stated in TOR or Technical Specifications.</p> <p style="padding-left: 40px;">a. training of the Procuring Entity’s personnel, (online training)</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>Spare Parts</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>



	<p>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</p> <p>b. in the event of termination of production of the spare parts:</p> <ol style="list-style-type: none"> <li>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and</li> <li>ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.</li> </ol> <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 [indicate here the time period specified. If not used, indicate a time 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 [insert appropriate time period] months of placing the order.</p>
	<p><b>Packaging</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity</p> <p>Name of the Supplier</p> <p>Contract Description</p>

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

	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.
2.2	Partial payment is not allowed.
4	The inspections of the Integrated Cloud Backup Maintenance (Phase 1, 2 and Hybrid Backup) shall be done upon delivery and shall be conducted by ICTD.

## ***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.

<b>Description</b>	<b>Quantity</b>	<b>Delivered, Weeks/Months</b>
Procurement of Integrated Cloud Backup Maintenance (Phase 1, 2 & Hybrid Backup)	1 Lot	Within 30 calendar days from receipt of Notice to Proceed

**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 Integrated Cloud Backup Maintenance (Phase 1, 2 and Hybrid Backup)***

<b>TERMS OF REFERENCE / TECHNICAL SPECIFICATIONS</b> <b>Procurement of Integrated Cloud Backup Maintenance</b> <b>(Phase 1, 2 &amp; Hybrid Backup)</b>			
1 LOT	DESCRIPTION	Compliance	
		Compliant	Non Compliant
	<b>Integrated Cloud Backup Maintenance Project</b>		
	<p><b>I. Components (12-month Subscription)</b></p> <ul style="list-style-type: none"> <li>• 18TB Backup License for Servers</li> <li>• 250 User Backup License for Google Workspace</li> <li>• 300 User Backup License for Endpoints</li> <li>• Head Office Server Config: <ul style="list-style-type: none"> <li>o Processor: 16 CPU</li> <li>o Memory: 128 GB</li> <li>o HDD: 4.5 TB (SSD for OS and Backup Solution Binaries)</li> <li>o HDD: 50TB (Performance Tier)</li> </ul> </li> <li>• Cloud Infra Resources: <ul style="list-style-type: none"> <li>o Total VM 3</li> <li>o Total vCPU 40</li> <li>o Total vRAM 288 GB</li> <li>o Total HDD 10 TB (SSD for OS and Backup Solution Binaries)</li> <li>o Total HDD 52 TB (Server Backup)</li> <li>o Total HDD 36 TB (Google Workspace Backup)</li> <li>o Total HDD 8 TB (Endpoint Backup)</li> <li>o 50 Mbps Connectivity</li> </ul> </li> </ul> <p><b>II. Components (4-month Subscription)</b></p> <ul style="list-style-type: none"> <li>• 150 User Backup License for Google Workspace</li> <li>• 100 User Backup License for Endpoints</li> <li>• Cloud Infra Resources: <ul style="list-style-type: none"> <li>o 2TB Capacity for Endpoints Backup</li> <li>o 24TB Capacity for Google Workspace Backup</li> </ul> </li> </ul>		

### **III. Backup for Servers Features and Functionalities**

- Must support heterogeneous environments as well as Storage Area Network (SAN) and NAS (Network Attached Storage) architectures
- Must support backup of Windows, Unix, and Linux platform
- Must support backup of virtual environments VMware, Hyper-V, XenServer, OpenStack, Nutanix AHV
- Must support online backup for: Oracle, Sybase, MS-SQL, MySQL, MS Exchange, Office 365, SAP R/3, SAP HANA, IBM Domino, DB2, SharePoint, PostgreSQL, etc.
- Must support backup of Office 365
- Must support backup on client/server architecture
- Must support backup over the administration network (LAN backup mode)
- Must support backup over a dedicated network (SAN backup mode)
- Must support backup with source and target deduplication
- Must support full, incremental, and block-level incremental backup
- Must support block-level backup and deduplication
- Must support an Unlimited number of parallel and restore streams
- Must support Synthetic Full Backup (a LAN-free full backup made from incremental backups)
- Must support Hot backup of databases and applications without affecting the production databases and applications
- Must support centralized backups of files, databases, and applications in a single solution.
- Must support parallelized backup sessions to optimize the hardware resources and reduce the amount of time needed for backup.
- Must support the identification of modified devices. The solution must generate and present the list of files that were modified since the last backup.

#### **Compression and deduplication**

- Must support compression and deduplication of the data to reduce network usage
- Must support source-based deduplication with the backup agents.
- Must support dedicated disk arrays and VTL deduplication appliances

#### **Restoration**

- Must have the ability to detect files that have disappeared
- Must have Graphical Restore User Interfaces aimed at end-users
- Must support differential restore
- Must support unique user-friendly restore interface (also Web Restore)

#### **Virtualization Backup Support and Restore**

- Must support the VMWARE platform

	<ul style="list-style-type: none"> <li>• Must support agentless backup</li> <li>• Must support incremental forever with block-level backup.</li> <li>• Must support file-level or full VM restore</li> <li>• Must support backup to tape, disk, or Deduplication Storage</li> <li>• Must support Express Restart for VMware – restart the VM without restoring data</li> <li>• Must support full backup, incremental backup, and Incremental backup using CBT</li> <li>• Must support the Hyper-V platform</li> <li>• Must support Citrix XenServer</li> <li>• Must support OpenStack</li> <li>• Must support Nutanix AHV</li> </ul> <p><b>Advanced Media Management</b></p> <ul style="list-style-type: none"> <li>• Must support backup to disk, VTL, and tape.</li> <li>• Must support cartridge pool management with automatic growth</li> <li>• Must support barcodes for cartridge identification and fast inventory</li> <li>• Must support optimized cartridge and drive management to extend their wear and tear</li> <li>• Must support cartridge life-cycle management</li> <li>• Must support cleaning tape management</li> </ul> <p><b>Data Security</b></p> <ul style="list-style-type: none"> <li>• Must support standard storing formats (tar, sidf, etc)</li> <li>• Must support Duplication of media or backup job for externalization</li> <li>• Must support Management of user/administrator profiles</li> <li>• Must support Backup and Restore of the ACLs</li> <li>• Must support data encryption in-flight and at rest</li> <li>• Must support Security and Compliance Manager for high security and encryption</li> </ul>		
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	<p><b>Simplified Administration</b></p> <ul style="list-style-type: none"> <li>• Must support real-time supervision</li> <li>• Must support graphical alarms and SNMP support</li> <li>• Must support integration into batch handling and command mode schedulers</li> <li>• Must support Graphical Task Viewer to foresee and spread the backup load</li> <li>• Must support Web administration interface</li> <li>• Must support detailed web reports.</li> </ul> <p><b>Protection and Integration</b></p> <ul style="list-style-type: none"> <li>• Must support standard writing formats keeping data software-independent</li> <li>• Must have scalability (from one to thousands of hosts protecting GB to TB)</li> <li>• Must support API (Application Programming Interface) available for custom requirements</li> </ul> <p><b>Google Mail / Google Drive</b></p> <ul style="list-style-type: none"> <li>• Must support advanced backup option</li> <li>• Must support vault tracking tab</li> <li>• Must support in-place restore</li> <li>• Must support out-of-place restore</li> </ul> <p><b>Databases</b></p> <ul style="list-style-type: none"> <li>• Must support hot backup and the restoration of the relational databases of Microsoft SQL Server.</li> <li>• Must support hot backup and restore of MYSQL</li> <li>• Must support backup and restore of Oracle</li> <li>• Must support hot backup and restore of the databases of PostgreSQL.</li> <li>• Must support backup and restore of DB2</li> </ul> <p><b>Security</b></p> <ul style="list-style-type: none"> <li>• Must support the use of profile creation that defines the access rights for the different features of the application.</li> <li>• Must support encryption during network transfer.</li> </ul> <p><b>Administration and Operation</b></p> <ul style="list-style-type: none"> <li>• Must support administration through the Web UI to manage all the components, agents, databases to be protected, storage resources, and also the events providing a view of the state of the system</li> <li>• Must protect the data against unlawful restoration.</li> <li>• Must require a key for encryption for the restore.</li> <li>• Must provide real-time information-based event management and visible alarms.</li> <li>• Must provide an audit trail that tracks the activity of the hosts, application, and modifications to the backup configuration</li> <li>• Must provide generation of a backup report on the success ratios, on the volume backed up per application</li> </ul>		
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	<p><b>IV. Backup for Endpoint Features and Functionalities</b></p> <p><b>300 Endpoint Backup Licenses</b></p> <ul style="list-style-type: none"> <li>• Must be capable of automatic backup and should be completely transparent to the end user.</li> <li>• Must be compatible with the existing Hybrid backup solution.</li> <li>• Must be capable of deduplicated block mode backup to optimize disk storage and network bandwidth. Backs up only new or changed blocks and stores only one copy of each block optimizing the disk storage.</li> <li>• Must be capable of continuous protection, it is possible to define the service level best suited to the criticality of the data since continuous backup frequency ranges from instantaneous protection to daily backup.</li> <li>• Must be capable of network optimization, the backup mechanism, and block-level deduplication should be complemented by the ability to limit bandwidth usage based on the type of connection and adjust the compression mode.</li> <li>• Must be capable of autonomous restore, users should have an integrated workplace and wizard to give them autonomy in order to restore their own data; as well as a Web restore interface to restore from anywhere.</li> <li>• Must be capable of restoring interfaces and offer time navigation capabilities that let users select the version of the files to restore by synchronizing all files at the chosen date and time.</li> <li>• Must be capable of configuration and administration made from a management console accessible from a web browser.</li> <li>• Must be capable of securing the backups made at a remote office, a copy of the information stored can be consolidated in the in-country cloud and in the datacenter for secure copy.</li> <li>• Must be capable of monitoring the backup activity and sending mail alerts to the administrators whenever an event is outside of its expected behavior.</li> <li>• Must have the ability to delegate Administration rights to certain users or groups of users of the system</li> <li>• Must have unlimited Gateway Anti Virus (AV) file size protection. Gateway AV engine without file size limitations.</li> <li>• Must be able to manage several entities on the same server with a perfect seal between entities.</li> <li>• Must have Cloud AntiVirus (AV) feature to enhance Anti Virus protection together with Gateway Anti Virus.</li> <li>• Must be capable of bare metal recovery to recover a complete Windows agent, including system and data.</li> <li>• Must have continuous protection of user data and protect open files. Applications such as Microsoft Office do not need to be closed, their files are protected while in use.</li> </ul>		
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	<ul style="list-style-type: none"> <li>• Must have Windows BitLocker and EFS support. It can backup workstations with disks encrypted by these two technologies.</li> </ul> <p><b>Resources Optimization:</b></p> <ul style="list-style-type: none"> <li>• The proposed solution must be capable of block-level incremental, only changed blocks are backed up.</li> <li>• Must be capable of continuous backup so that resource usage is spread over time.</li> <li>• Must be capable of customized backup policy, backup administrator can define the important information to be protected by machine or machine type.</li> <li>• Must be capable of choosing the compression algorithm (BROTLI/ZLIB/LZMA) according to the element you want to favor CPU or network performance.</li> <li>• Must be capable of block-level deduplication, only one copy of each block is stored to reduce the disk space used.</li> <li>• Must be capable of automatic purging, depending on the retention period defined in the protection schemes, obsolete data blocks are automatically removed from the disk storage.</li> <li>• Must be capable of block-level deduplication at the source, and redundant blocks detected on agents. Only new or changed blocks are sent over the network.</li> <li>• Must be capable of asynchronous communication, the communication protocol between agents and the server is optimized so that the source deduplication does not impinge on the available network bandwidth.</li> <li>• Must be capable of controlling the bandwidth, the maximum bandwidth consumed can be configured at the policy level.</li> <li>• Must be capable of boost mode to allow end users to allocate more resources to the backup. It helps speed up the backup for mobile workstations rarely connected on the LAN.</li> </ul> <p><b>Administration:</b></p> <ul style="list-style-type: none"> <li>• The proposed solution should have centralized administration.</li> <li>• Must be capable of definition of data protection policies.</li> <li>• Must be capable of organizing agents per profile, operating system, location, etc.</li> <li>• Must be capable of monitoring server activity and agent activity.</li> <li>• Desktop Laptop backup solution and server administration should be co-managed between BCDA and the winning bidder.</li> </ul> <p><b>Data Protection Policies Definition:</b></p> <ul style="list-style-type: none"> <li>• The proposed solution should be capable of defining a retention period during which versions of a backed-up file are stored. Beyond this period at least one version of each file will be retained.</li> <li>• Must be capable of defining a destination where the server or selected agents are going to be replicated.</li> </ul>		
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	<ul style="list-style-type: none"> <li>• Must be capable of defining quota limits that you can set on either the number of or the volume of files backed up per agent to contain the disk space required for the backups.</li> <li>• Must be capable of a recovery point objective (RPO) to determine the frequency of backup versions, from one minute to one day.</li> <li>• Must be capable of settings to give authorization or prohibit users from modifying their backup profile.</li> <li>• Must be capable of compression settings that can choose the compression algorithm best suited for the network connection (BROTLI, ZLIB, or LZMA).</li> <li>• Must be capable of bandwidth throttling to limit the network bandwidth used by the agents.</li> <li>• Must be capable of encryption mode (for example you can enable encryption when the connection is WAN for mobile workstations and disable it when the machines are connected to the LAN).</li> <li>• Must be capable of backup restriction to suspend backups depending on the mode of network connection.</li> </ul> <p><b>User and Rights:</b></p> <ul style="list-style-type: none"> <li>• The proposed solution must be capable of administration rights delegation to delegate administrative rights to certain users depending on the level of responsibility that can be assigned to users.</li> <li>• Must be capable of integration with enterprise directories (Active Directory or LDAP) to simplify user management.</li> </ul> <p><b>Monitoring:</b></p> <ul style="list-style-type: none"> <li>• The proposed solution must be capable of monitoring backup server activity (CPU, memory, storage, network) in real-time, and provide a list of events that have occurred on the backup server. It also displays the data deduplication rate and the estimated date when your disk will be full.</li> <li>• Must be capable of alarm notification by sending an email to the administrator or to a distribution list.</li> <li>• Must have audit logs to enable the administrator to trace all server configuration modifications.</li> <li>• Must be capable of exporting logs to syslog as a logging standard used to secure and centralize log data.</li> </ul> <p><b>Backup Reports and Statistics:</b></p> <ul style="list-style-type: none"> <li>• The proposed solution must have a statistics interface that allows monitoring of backup, restore, and block cleaning performances as well as the replication progress.</li> <li>• Must have backup reports that can be generated to monitor the backup activities of your laptop/desktop fleet.</li> </ul> <p><b>Data Protection Management and Security:</b></p> <ul style="list-style-type: none"> <li>• The proposed solution must be capable of identifying protected files.</li> <li>• Must have a dashboard that provides users with information on the protection status of their workstation,</li> </ul>		
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	<p>the connection status to the server, the operations in progress, as well as access to various user features.</p> <ul style="list-style-type: none"> <li>• Must have a restore wizard to guide users through restore operations.</li> <li>• Must be capable of searching and restoring files by browsing the backup tree.</li> <li>• Must be capable of restoring data from another workstation to the current workstation.</li> <li>• Must be capable of restoring data to another workstation.</li> <li>• Must be capable for the administrator to impose backup rules and choose which directories and files to include and exclude.</li> <li>• Must be capable for the administrators to give users the right to add and/or exclude files and directories on their own, giving users some flexibility while ensuring effective protection of sensitive data.</li> <li>• Must be fully integrated with the agent desktop (file explorer, finder).</li> <li>• Must be capable of right-clicking a folder or file to get the list of available versions and to restore it either to its original location or to an alternate location of user choice.</li> <li>• Must be capable of time navigation to see the content of a directory at a past date.</li> <li>• Must be capable of retrieving files via a Web interface secured by a password.</li> <li>• Must be capable of restoring files from a computer, tablet, or phone.</li> <li>• Must have a simplified operating system that serves as an emergency boot platform and can be used to boot on the new workstation.</li> <li>• Must be capable of bare metal restore with Wizard for Windows operating system to choose the original agent and image to restore.</li> <li>• Must be capable of integrating into a two-factor authentication mechanism, based on existing authentication apps such as Authy, Google Authenticator, Microsoft Authenticator, etc.</li> <li>• Must be capable of providing a self-signed certificate to connect to the web interfaces.</li> <li>• Must be capable of allowing agents to communicate and send data to the backup server via the HTTP or HTTPS protocol.</li> <li>• Must be capable of HTTPS connection, data is always encrypted with a symmetric 256-bit key.</li> <li>• Must be capable of disk space hosting. All the backups are encrypted.</li> </ul> <p><b>Replication:</b></p> <ul style="list-style-type: none"> <li>• The proposed solution must be capable of fully replicating the backup data and metadata to a secondary backup server located on-premise.</li> <li>• Must be capable of sending data to the secondary backup server that is already deduplicated to optimize network usage.</li> </ul>		
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	<ul style="list-style-type: none"> <li>• Must be capable of recovering the primary backup server from the secondary backup server in the event of a failure.</li> <li>• Must be capable of replication that can be backup server-level, i.e. data from all agents on the backup server is replicated, or agent-level, i.e. only data from selected agents is replicated.</li> </ul> <p><b>Compatibility:</b></p> <ul style="list-style-type: none"> <li>• The proposed solution should support the following operating systems:</li> </ul> <p><i>Windows:</i>  Vista  Windows 7  Windows 8  Windows 8.1  Windows 10  Windows 11  Windows Server 2008  Windows Server 2008 R2  Windows Server 2012  Windows Server 2012 R2  Windows Server 2016  Windows Server 2019  Windows Server 2022</p> <p><i>MacOS:</i>  macOs 10.14 (Mojave)  macOs 10.15 (Catalina)  macOS 10.16 (Big Sur)  macOS 10.17/12.0.1 (Monterey)  macOs 13 (Ventura)  macOS 14 (Sonoma)</p> <p><i>Linux</i></p>		
	<p><b>V. Backup for Google Workspace Features and Functionalities</b></p> <p><b>250 Google Workspace Backup License</b></p> <ul style="list-style-type: none"> <li>• Must support point in time recovery.</li> <li>• Must support a flexible restore option.</li> <li>• Must support automatic protection of new users and drives.</li> <li>• Must support backup health monitoring and reporting.</li> <li>• Must be compatible with the existing backup solution.</li> </ul>		

	<b>Others:</b> <ul style="list-style-type: none"> <li>• Must be compatible with BCDA's existing backup solution for server, endpoint, and Google workspace</li> <li>• Must support backup and restore of IBM Domino</li> <li>• Must support backup and restore of MaxDB</li> <li>• Must support NDMP connection</li> <li>• Must support Disk File Management</li> <li>• Must support replication of backup data to an offsite location/DR Site</li> <li>• Must support local backup for operational recovery and long-term backup will be stored on an offsite location</li> <li>• Must support backup of cloud e-mails to DR Site</li> <li>• Must support visualizing and restoring missing files using Time Navigation</li> <li>• Must support maximum cover and compatibility of different platforms</li> <li>• Must support optimal deduplication technology</li> <li>• Must support 3-click restore</li> <li>• Must support scalability, supporting multi-catalog in a single environment. This allows backup to be split into multiple catalogs, as well as having old information to move to the archive catalog.</li> <li>• Must support the generation of an activity trail to track the activity on the data subject to specific regulations to facilitate auditing of activity performed on sensitive data</li> </ul>		
	<b>VI. Project Scope</b> <ul style="list-style-type: none"> <li>• Delivery, Installation, Configuration, Co-Management;</li> <li>• Training: 2 x 4 hours Knowledge Transfer for IT Admin (10pax ) - onsite</li> </ul>		
	<b>GENERAL REQUIREMENTS</b>		
	<b>QUALIFICATIONS:</b> <ul style="list-style-type: none"> <li>• Implementation and Support Engineers should have certifications in the solution being proposed.</li> <li>• The bidder must have been in the data backup industry for the past five (5) years from the date of the opening of the bids.</li> <li>• The bidder must be an authorized service partner and reseller of the products/units/solutions being offered. Please present proof of certification: Distributorship Certificate and/or Manufacturer's Authorization Form (MAF), etc.</li> </ul>		

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Notes to bidders:

- All specifications are minimum requirements. Proponents may propose equivalent or higher specifications.
- The obligation for the warranty shall be covered by Retention money in an amount equivalent to at least one percent (1%) of the total contract price. The said amount shall only be released after the lapse of the warranty period.

Bidder's Authorized Representative:

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

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

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

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

\_\_\_\_\_

# ***Section VIII.***

## ***Checklist of Technical and Financial Documents***

### **Checklist of Technical and Financial Documents**

#### **I. TECHNICAL COMPONENT ENVELOPE**

##### ***Class “A” Documents***

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

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

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

- ☐ (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- ☐ (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- ☐ (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; **and**



- ☐ (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

**Financial Documents**

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

***Class "B" Documents***

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

**II. FINANCIAL COMPONENT ENVELOPE**

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

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



- (k) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.



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

# ***Section IX.***

## ***Bidding Forms***

### **Bid Form**

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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: \_\_\_\_\_



## ***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
<u>Government Contracts:</u>							
1.							
2.							
<u>Private Contracts:</u>							
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 Integrated Cloud Backup Maintenance (Phase 1, 2 and Hybrid Backup)***

#### **SCHEDULE OF BIDDING ACTIVITIES\***

<b>No.</b>	<b>ACTIVITIES</b>	<b>SCHEDULE</b>
1	Pre-Procurement Conference	<b>Thursday, June 05, 2025</b>
2	Advertisement/Posting of Invitation to Bid	Tuesday, June 11, 2025
3	Issuance and Availability of Bidding Documents	Tuesday, June 11, 2025 to Thursday, July 03, 2025
<b>4</b>	<b>Pre-Bid Conference</b>	<b>10:00 AM</b> <b>Thursday, June 19, 2025</b>
5	Deadline for Request for Clarification, if any	Monday, June 23, 2025
6	Deadline of Issuance of Last Supplemental/Bid Bulletin, if any	Thursday, June 26, 2025
<b>7</b>	<b>Deadline of Submission and Receipt of Bids</b>	<b>9:00 AM</b> <b>Thursday, July 03, 2025</b>
<b>8</b>	<b>Opening of Bids</b>	<b>10:00 AM</b> <b>Thursday, July 03, 2025</b>
9	Detailed Evaluation of Bids	Friday, July 04, 2025 to Thursday, July 10, 2025
10	Determination of the Bidder with the Lowest Calculated Bid (LCB)	Thursday, July 10, 2025
11	Issuance of Notice for Post-Qualification to Bidder with LCB	Thursday, July 10, 2025
12	Post Qualification on the Bidder with LCB or succeeding LCB (if any)	Friday, July 11, 2025 to Monday, July 21, 2025
13	Determination of the Bidder with the Lowest Calculated Responsive Bid (LCRB) and Issuance of BAC Resolution recommending LCRB	Tuesday, July 22, 2025
15	Approval of BAC Resolution and Notice of Award*	Monday, July 28, 2025
16	Issuance of Notice to of Award	on or before Monday, August 04, 2025
17	Contract Preparation, Approval and Signing	on or before Thursday, August 14, 2025
18	Issuance of Notice to Proceed	on or before Thursday, August 21, 2025

*\*Subject to change*

