



Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
Philippine Atmospheric, Geophysical and
Astronomical Services Administration (PAGASA)



BIDS AND AWARDS COMMITTEE PHILIPPINE BIDDING DOCUMENTS

FOR THE

**“Supply, Delivery, Installation, Testing and
Commissioning of Improved Collaboration
Information System – Re bid”**

PR 2024-11-0750 EPA | IB 2025-31 R

Approved Budget for the Contract: Php4,500,000.00

**Sixth Edition
July 2020**

Preface

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

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

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

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

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

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

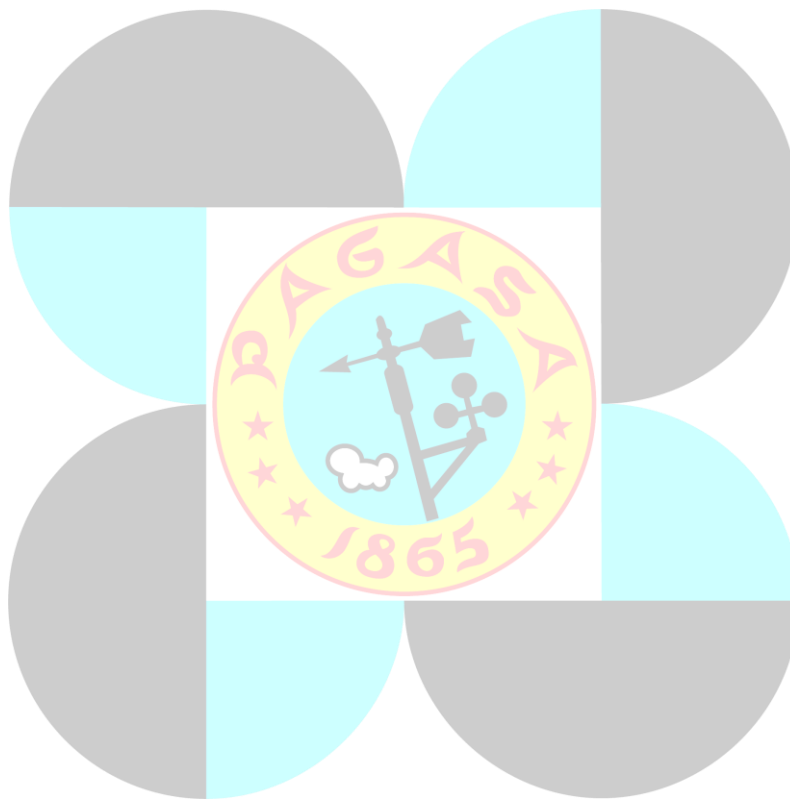




Table of Contents

Section I.	Invitation to Bid (IB)
Section II.	Instruction to Bidders
Section III.	Bid Data Sheet (BDS)
Section IV.	General Conditions of Contract (GCC)
Section V.	Special Conditions of Contract (SCC)
Section VI.	Terms of Reference (TOR)
Section VII.	Schedule of Requirements
Section VIII.	Technical Specifications
Section IX.	Prescribed Bidding Forms
Section X.	Checklist of Technical and Financial Documents
Annex A	Terms of Reference

Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[j])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

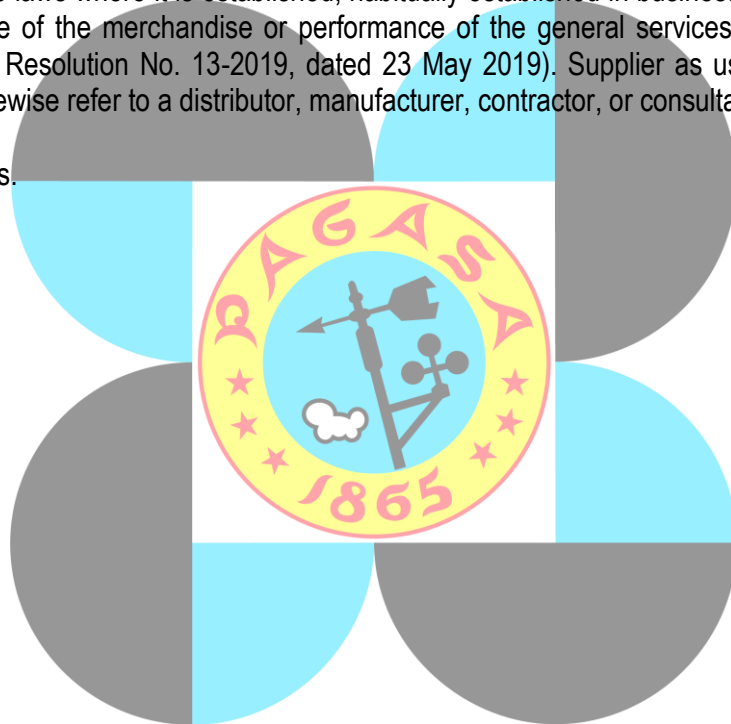
PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.



Section I. Invitation to Bid

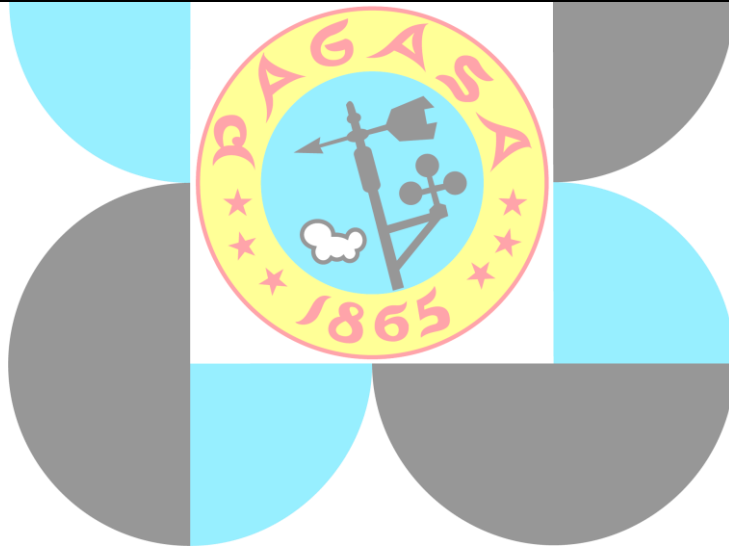
Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.





INVITATION TO BID FOR THE

Supply, Delivery, Installation, Testing and Commissioning of Improved Collaboration Information System – Re bid

1. The **Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA)**, through the 2025 General Appropriations Act (GAA) intends to apply the sum of **Four Million Five Hundred Thousand pesos (Php4,500,000.00) only**, being the ABC to payments under the contract for the **Supply, Delivery, Installation, Testing and Commissioning of Improved Collaboration Information System – Re bid**, under PR No. 2024-11-0750 EPA | IB 2025-31 R. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **PAGASA** now invites bids for the above Procurement Project. Delivery completion shall be made within **thirty (30) calendar days**. Price is inclusive of VAT and all other applicable taxes. Price validity is one hundred twenty (120) calendar days. Bidders should have completed, within **three (3) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
 - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from **PAGASA-BAC Secretariat** and inspect the Bidding Documents at the address given below from **9:00 a.m. to 4:00 p.m.** It may also be downloaded at the PhilGEPS and PAGASA website free of charge.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **19 July 2025** from the given address below upon payment of a non-refundable fee in the amount of **Five Thousand pesos (Php5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means. **Prospective Bidders are highly encouraged to pay the bid documents fee at least one (1) day before the deadline for submission and opening of bids.**
6. The **PAGASA** will hold a Pre-Bid Conference on **29 July 2025, 11:00 a.m.** at the **Amihan Conference Room, 2/F PAGASA Central Office²** and/or through Video Conferencing which shall be open to prospective bidders. **Maximum of two (2) representatives per bidder shall be allowed during the in-person conference.** Prospective bidders are encouraged to send **written requests for clarifications at least three (3) calendar days** before the scheduled pre-bid conference, addressed to the PBAC Chairperson, in order to facilitate the preparation of responses thereto, which will be discussed during the pre-bid conference.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated **below on or before 12 August 2025, 11:00 AM**. 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 **12 August 2025, 11:01 AM** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The complete schedule of bidding activities is summarized as follows:

Activities	Schedule / Time	Venue
1. Posting of Invitation to Bid	19-25 July 2025	N/A
2. Issuance of Bidding Documents	21 July 2025 (9:00 a.m.- 4:00 p.m.) onwards, except on weekends and holidays	Records Management Section (RMS) 3/F PAGASA Central Office
3. Pre-Bid Conference	29 Jul 2025 11:00 AM	Amihan Conference Room ^{2*} 2/F PAGASA Central Office
4. Submission of Bid Documents (Envelopes 1&2)	12 Aug 2025 on or before 11:00 AM	Records Management Section (RMS) Or Amihan Conference Room ^{2*} PAGASA Central Office
5. Opening of Bids (Envelopes 1&2)	12 Aug 2025 11:01 AM	Amihan Conference Room ^{2*} 2/F PAGASA Central Office <i>*Subject to Change</i>

Note: Bidders may attend the Pre-bid Conference through videoconferencing via Zoom Meeting App. Bidders who wish to attend/participate via Zoom Meeting must coordinate with the BAC Secretariat through email **at least one (1) day** before the scheduled bid activity and provide their contact information (name of company, name of representative, email address, contact number). Bidders are advised to send their authorized representatives who will prepare the bid documents to ensure completeness of bids. **Bidders are prohibited from recording** (audio, video or picture format) the proceedings of the Pre-bid Conference.

11. The **PAGASA** 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.
12. For further information, please refer to:

MA. ANNALYN S. NOLASCO

Head, BAC Secretariat

Records Management Section, 3/F PAGASA Main Building, Science Garden Complex,
Sen. Miriam Defensor-Santiago Ave., Brgy. Central, Quezon City

Trunkline: (02) 8284-0800 loc.1357

Email address: pagasa.bac@gmail.com / bac@pagasa.dost.gov.ph

13. You may visit the Official website of PAGASA for downloading of the Bidding Documents at <https://bagong.pagasa.dost.gov.ph/index.php/news-and-events/bidding-and-shopping>

SHIRLEY J. DAVID
Chairperson, PAGASA-BAC

Date of Issue: 18 July 2025

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.



1. Scope of Bid

The Procuring Entity, **Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA)** wishes to receive Bids for the **Supply, Delivery, Installation, Testing, and Commissioning of Improved Collaboration Information System – Re bid** with identification number **PR 2024-11-0750 EPA | IB 2025-31 R**.

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

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **CY 2025** in the amount of **Four Million Five Hundred Thousand Pesos (Php4,500,000.00)** only.

2.2. The source of funding is:

The **CY 2025 General Appropriations Act**.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that:

Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through as indicated in **paragraph 6 and 10 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 the period of ten (10) years as provided in paragraph 2 of the IB** 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 Declaration¹ 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 **for One Hundred Twenty (120) calendar days from the date of Opening of Bids**. 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 (1) original copy and two (2) photocopies of the first and second components of its Bid.

¹ 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.

(Indicate above if "Original"
"Copy 1" or "Copy 2")

TECHNICAL COMPONENT

BID FOR THE

IB No. _____

Company Name (in capital letters)
Company Address (in capital letter)

SHIRLEY J. DAVID
Chairperson
PAGASA BIDS AND AWARDS COMMITTEE
(PAGASA-BAC)
PAGASA Science Garden Complex, Senator Miriam Defensor Santiago Ave.,
Brgy Central, Quezon City

DO NOT OPEN BEFORE _____
(Indicate the Date and Time of Opening of Bids)

(Indicate above if "Original"
"Copy 1" or "Copy 2")

FINANCIAL COMPONENT

BID FOR THE

IB No. _____

Company Name (in capital letters)
Company Address (in capital letter)

SHIRLEY J. DAVID
Chairperson
PAGASA BIDS AND AWARDS COMMITTEE
(PAGASA-BAC)
PAGASA Science Garden Complex, Senator Miriam Defensor Santiago Ave.,
Brgy Central, Quezon City

DO NOT OPEN BEFORE _____
(Indicate the Date and Time of Opening of Bids)

Notes:

1. Bid envelopes that are not properly sealed and marked, and documents not properly tabbed, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.
2. Bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed".

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 and 10 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 and 10 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 maybe. 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 that shall be awarded as one contract.

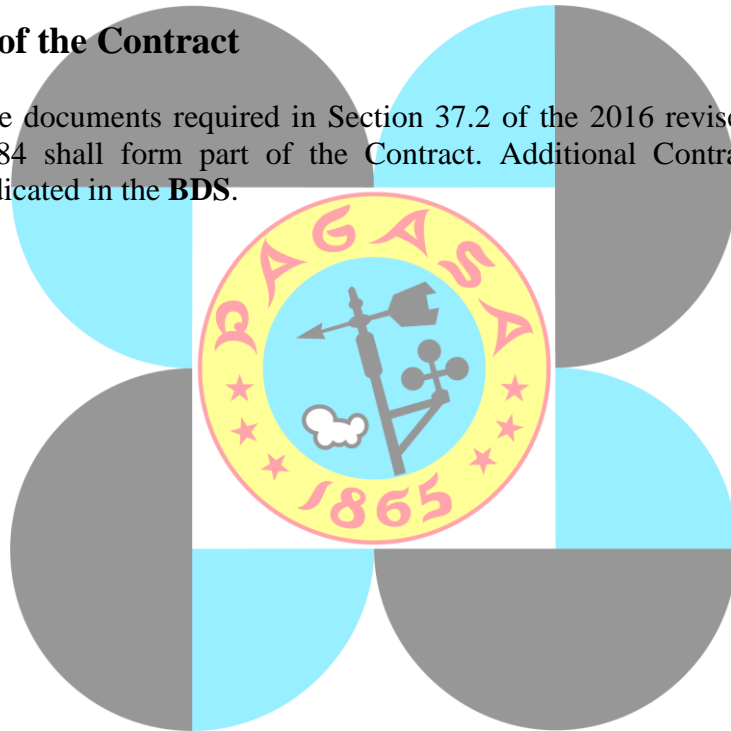
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for 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

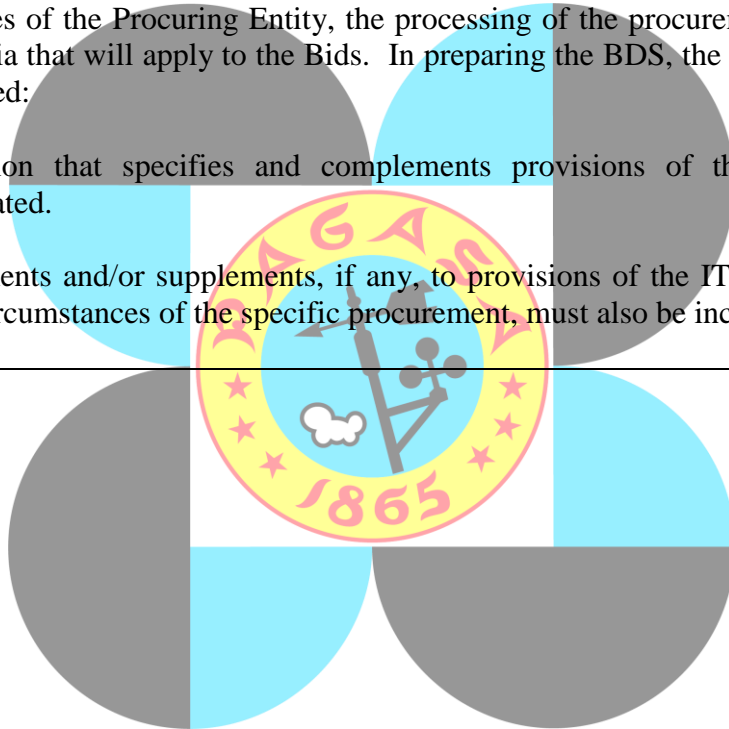
Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.



Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> Similar contracts refer to any contract which involves Supply, Delivery, Installation, Testing and Commissioning of Collaboration and Information System completed contracts within three (3) years prior to the deadline of submission and receipt of bids.
7.1	Sub-contracting is not allowed.
12	No further instructions.
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> <ol style="list-style-type: none"> The amount of not less than Php90,000.00 or 2% of the ABC, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or The amount of not less than Php225,000.00 or 5% of the ABC if bid security is in Surety Bond.
15	<p>Bidders shall enclose their Original Eligibility and Technical documents described in ITB Clause 12 in one sealed envelope; and, their Original Financial Component in another sealed envelope with the following marking on each of the two envelopes:</p> <p>Notes:</p> <ol style="list-style-type: none"> Bid envelopes that are not properly sealed and marked, and documents not properly tabbed, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening. Bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed".
19.3	One (1) lot
20.2	<p><i>For purposes of post-qualification, the following document(s)/items shall be required:</i></p> <ol style="list-style-type: none"> <i>Latest Generated Income Tax Returns (for CY 2024) filed thru eFPS;</i> <i>Latest Generated Business Tax Returns filed thru eFPS;</i> <i>(covering the period of six (6) months from the date of opening of bids)</i> <i>Latest Tax Clearance</i>

	<i>NOTE: If the bidder decides to form a Joint Venture Agreement (JVA), the registration of the JVA with PhilGEPS must be complied with as part of the post-qualification documents. The JVA must be registered under the PhilGEPS as proof that the JV partnership is formally recognized in compliance with the requirements of Republic Act No. 9184 and its Implementing Rules and Regulations (IRR).</i>
21.2	No further instructions.



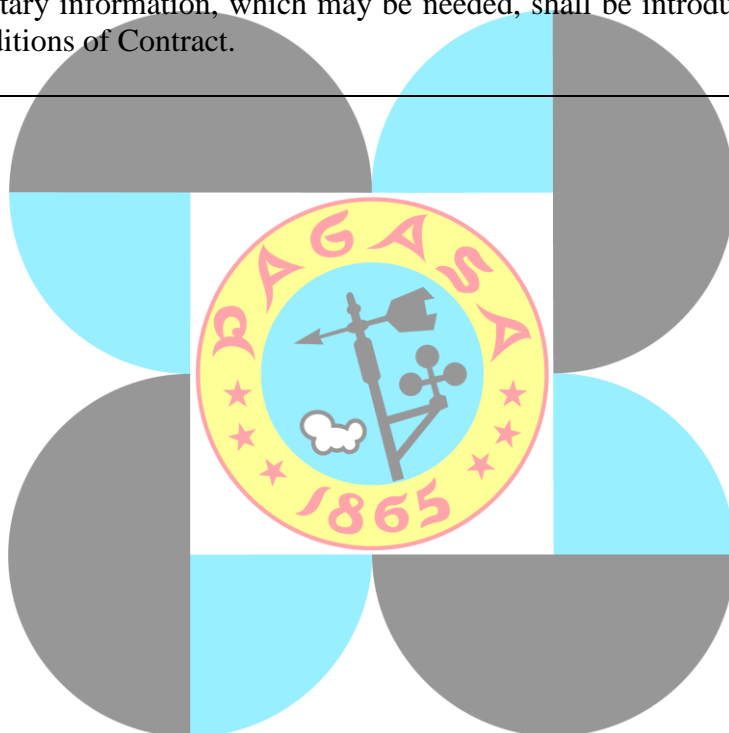
Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.



1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than 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. *[[Include if Framework Agreement will be used:]] In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.*

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 *[[Include if Framework Agreement will be used:]]* or Framework Agreement 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

For Goods

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

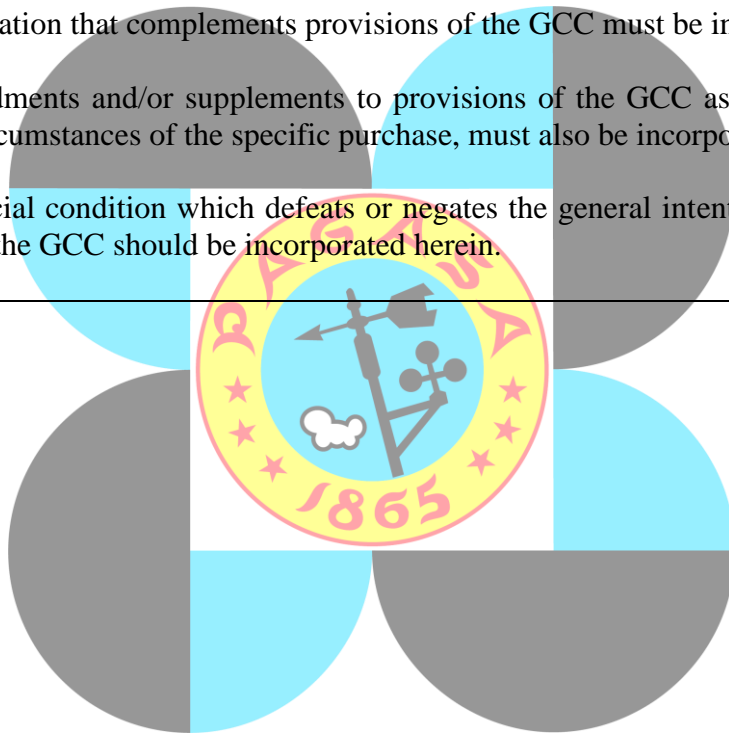
Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.



Special Conditions of Contract

GCC Clause	
1	<p>The prospective bidder is expected to comply and respond in accordance with the specific instructions to bidders and submit all the documentary requirements under the Checklist of Eligibility, Technical and Financial Requirements. The submission of documentary requirements must be properly arranged in order and with labels.</p> <p>The prospective bidder shall respond paragraph by paragraph and shall clearly indicate compliance to all the required specifications (Please see Section VII. Compliance Matrix) and shall specify the number of days or schedules within which to complete the delivery of all the goods required (Please see Section VI. Schedule of Requirements).</p> <p>The prospective bidder shall also be required to include in this proposal, original descriptive literature and unamended brochures of all equipment/materials to be supplied. Plans, drawings and diagrams/configurations must likewise be provided</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><i>For Goods supplied from abroad,</i> “The delivery terms applicable to the Contract are DDP delivered at PAGASA Science Garden. In accordance with INCOTERMS.”</p> <p><i>For Goods supplied from within the Philippines,</i> “The delivery terms applicable to this Contract are delivered at the PAGASA WFFC Building, Senator Miriam Defensor-Santiago Ave., Brgy. Central, Q.C. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is</p> <p>Engr. ROLYMER P. CANILLO Chief, MDIES-WD End-user</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ul style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied

	<p>Goods;</p> <p>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</p> <p>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</p>
	<p>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>Packaging –</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: Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA)</p> <p>Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions 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 –</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> <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	<p>Payment—</p> <p>Payment shall be made through Land Bank's LDDAP-ADA / Bank Transfer Facility within thirty (30) calendar days upon completion of the project and in accordance with the terms and conditions of the contract and are duly inspected and accepted.</p> <p>No partial payment shall be allowed, unless upon request made in writing by the Supplier for meritorious grounds, and approved by the Procuring Entity, subject to the execution of the appropriate documents, as may be warranted, and to applicable rules and regulations.</p>
4	<p>Inspections and Tests—</p> <p>No further instruction,</p>

Section VI. Schedule of Requirements

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

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Supply, Delivery, Installation, Testing, and Commissioning of Improved Collaboration Information System	1 Lot	1	
	ZCS Zimbra Collaboration Suite Standard edition 3-year SNS (per mailbox, premier support 250-2,499 mail boxes)			
	RedHat Enterprise Linux (RHEL) OS Software. Standard Edition, 3-year Subscription (License for every 1-2 socket physical machine or 2 Virtual Nodes)			
	Cisco Webex Meeting, Collaboration Flex Plan Leading enterprise solution for video conferencing, online meetings, screen share, and webinars. Must also have features on Web conferencing & cloud calling. Must be integrated to ZCS, and with 3-Year subscription.			
	<ul style="list-style-type: none"> • Covers Zimbra Collaboration System and Linux operating system • Email, Phone, Remote and On-Site Technical Support • Support Ticket status updates • Level 1 and Level 2 Support • Status reporting • Backed by a Service Level Agreement Supported by: <ul style="list-style-type: none"> ➤ Zimbra Collaboration Certified System Administrator ➤ Zimbra Certified Training Partner ➤ Red Hat Certified Systems Administrator ➤ Red Hat Advanced Partnerx 			

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

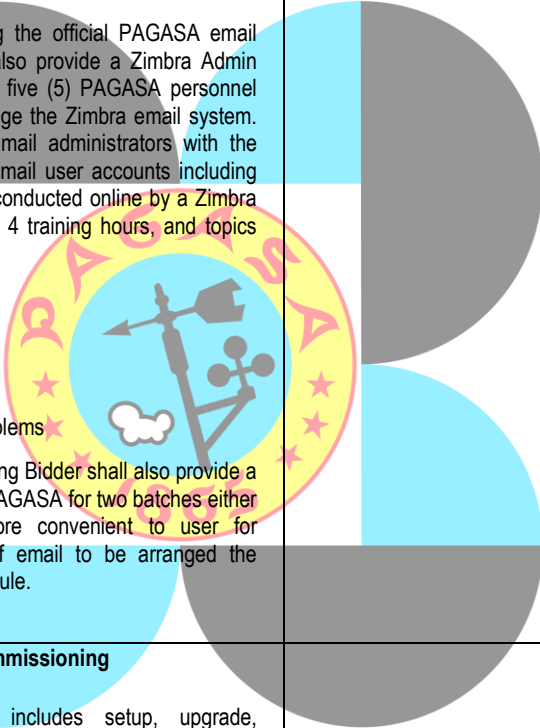
Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

In case of Renewal of Regular and Recurring Services, the Procuring Entity must indicate here the technical requirements for the service provider, which must include the set criteria in the conduct of its performance evaluation.



Technical Specifications

Item	Specification	Statement of Compliance
		<i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i>
1 lot	Supply, Delivery, Installation, Testing and Commissioning of Improved Collaboration Information System	
1	ZCS Zimbra Collaboration Suite Standard edition 3-year SNS (per mailbox, premier support 250-2,499 mail boxes)	
2	RedHat Enterprise Linux (RHEL) OS Software. Standard Edition, 3-year Subscription (License for every 1-2 socket physical machine or 2 Virtual Nodes)	
3	Cisco Webex Meeting, Collaboration Flex Plan Leading enterprise solution for video conferencing, online meetings, screen share, and webinars. Must also have features on Web conferencing & cloud calling. Must be integrated to ZCS, and with 3-Year subscription.	
4	<ul style="list-style-type: none"> • Covers Zimbra Collaboration System and Linux operating system, • Email, Phone, Remote and On-Site Technical Support • Support Ticket status updates • Level 1 and Level 2 Support • Status reporting • Backed by a Service Level Agreement Supported by: <ul style="list-style-type: none"> ➤ Zimbra Collaboration Certified System Administrator ➤ Zimbra Certified Training Partner ➤ Red Hat Certified Systems Administrator ➤ Red Hat Advanced Partner 	

5	<p>Scope of Works</p> <p>The following are the minimum scope of works as a basic guide for deployment:</p> <ol style="list-style-type: none"> 1) Enhancement of Zimbra production environment: <ol style="list-style-type: none"> a) Upgrade of Zimbra Collaboration Suite (ZCS) to latest version b) Zimbra SNS licenses c) Enable Zimbra features and zimlets for: Zimbra-WebEx, OnlyOffice, Briefcase, open-source Chat Platform and Video Conferencing 2) Facilitate VM cloning for Zimbra backup environment: <ol style="list-style-type: none"> a) Setting up of automated periodic synchronization of Zimbra backup and restore updated email data to Zimbra backup. 3) Set-up of integration of open-source Chat Platform with Zimbra Collaboration Suite. 	
6	<p>Systems Administrator Handover and Training</p> <p>To provide proficiency in managing the official PAGASA email system, the Winning Bidder shall also provide a Zimbra Admin Handover Training for maximum of five (5) PAGASA personnel who will directly maintain and manage the Zimbra email system. The said training will provide the mail administrators with the needed skills to properly manage email user accounts including mail security. The training shall be conducted online by a Zimbra certified training partner for at least 4 training hours, and topics shall include the following:</p> <ol style="list-style-type: none"> a) Zimbra Admin Overview b) Zimbra Admin Training c) Zimbra New Features d) Common Issues and Problems <p>Aside from admin training, the Winning Bidder shall also provide a Zimbra webmail user's training for PAGASA for two batches either on line or physical which is more convenient to user for familiarization and safety usage of email to be arranged the number of attendees and time schedule.</p>	
7	<p>Upgrade, Testing and System Commissioning</p> <p>The deployment activity which includes setup, upgrade, configurations and testing shall be closely coordinated with the sysadmins and/or mail admins managing the current PAGASA webmail and the WD/ICT support team.</p> <p>Any defect or failure discovered during the testing must be fixed and resolved by the Winning Bidder, immediately or within a maximum period of one (1) month after the test. After such fixing, another test shall be made to verify if the trouble has been resolved.</p> <p>The winning bidder will demonstrate the operational procedures and the functionality and performance of all application tools and services offered by the collaboration system following the successful completion of testing. The enhanced collaborative information system will be commissioned upon successful demonstration based on its acceptance checklist.</p>	
8	<p>Warranties and After-Sales Support</p> <p>The Winning Bidder warrants that it shall strictly conform to all the Terms and Conditions of the Contract, including this Terms of Reference (TOR). It shall include in its bid a commitment the</p>	

	<p>required years of support to PAGASA for maintenance deliverables including the required years of subscription and support (SNS) for software and services indicated in the Terms of Reference. It shall also include in its commitment the provision of reliable, swift, and efficient on-site 24/7 support, availability of skilled personnel, trouble ticketing, and/or trouble response system and ensure a quick action. Technical support services 24/7 via telephone, text, and email, which include Remote Access Assistance through the Internet web or VPN access.</p>	
9	<p>System Documentation</p> <p>The Winning Bidder shall provide operations, and maintenance manuals to the end-user. It shall also contain among others the complete and detailed schematic diagrams, theory of operations, systems management, and maintenance procedures. In addition, the winning bidder shall provide a complete list of deliverables and installation materials before the final inspection and acceptance report.</p>	
10	<p>Service Level Agreement</p> <p>Three (3) Years Warranty with Preventive and Remedial Services A 3-year warranty with preventive and remedial services is required on all delivered goods and shall take effect upon issuance of the Certificate of Final Acceptance. Said warranty shall include, as follows:</p> <ol style="list-style-type: none"> 1. The winning bidder must warrant that if any improvements are announced for the proposed product or its components between the submission of proposals and the implementation date, the Service Provider will deliver and install the improved product or components at the PAGASA without affecting the contract amount. 2. PAGASA should be entitled to receive all applicable software version updates (including operating systems and bundled software), security patches, and feature packs at no additional cost. 3. The Service Provider shall utilize experienced and trained technicians or technical support personnel under its supervision in rendering the required remedial service. Hence, the winning Supplier is required to provide a list of support personnel with detailed resumes on experience and training. 4. Support services shall be available 7 x 24 5. All technical support shall be available locally. Technical support from abroad shall be allowed if it can meet the required SLA for support. 6. The winning bidder must have Helpdesk System Support to handle PAGASA technical support requests, providing a ticket for each issue and issuing status reports until resolution. The Helpdesk System Support must be operational 24/7, including holidays, and should provide notification options for technical assistance via email and telephone/smartphone. 7. Within four (4) hours upon receipt of a request for support, either through phone, email, or in writing, the Service Provider shall address the problem by making a phone call to the concerned PAGASA unit. If the problem persists, the Service Provider shall address the problem onsite. 	
11	<p>Term of Payment</p> <p>Payment to the winning bidder may be made upon submission of billing statement, with all the attached supporting documents like completion of all the deliverables, installation, testing, training, and commissioning mentioned in this document and other documentation like submission of as-built, reference manuals,</p>	

	certificate of acceptance and completion, photos taken during the installation, testing, and commissioning and other related documents required by the accounting and auditing rules and regulations.	
--	---	--

I hereby verify to comply with all the above requirements.

Signature over Printed Name of Authorized Representative

Name of Company/Bidder

Date



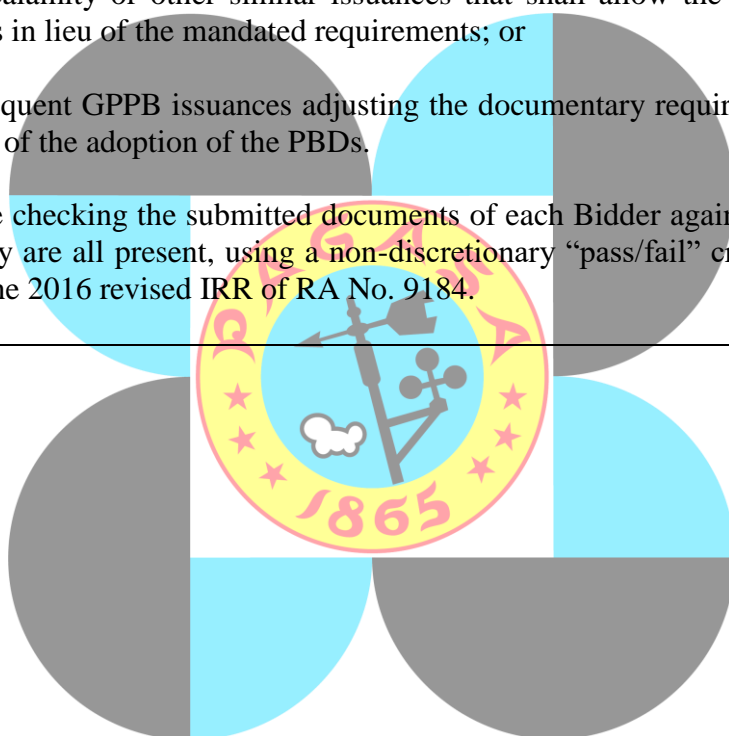
Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.





CHECKLIST OF REQUIREMENTS

(PROCUREMENT OF GOODS and SERVICES)

Title of Project : **Supply, Delivery, Installation, Testing and Commissioning of Improved Collaboration Information System – Re bid**

Reference : PR 2024-11-0750 EPA IB 2025-31 R

ABC : Php4,500,000.00

Date of Evaluation :

Name of Bidder :

ENVELOPE NO.1: ELIGIBILITY AND TECHNICAL COMPONENTS

PLEASE SUBMIT THE FOLLOWING DOCUMENTS IN TRIPLICATE COPIES, ARRANGED IN ORDER, WITH LABEL AND DULY TABBED, AND USING ONLY THE PRESCRIBED BIDDING FORMS:

I. ELIGIBILITY REQUIREMENTS		TAB
DESCRIPTION		
CLASS “A” DOCUMENTS		
LEGAL DOCUMENTS		
<input type="checkbox"/>	Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;	A
TECHNICAL DOCUMENTS		
<input type="checkbox"/>	Statement of all ON-GOING 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. Each statement of on-going project shall be supported by ANY ONE (1) of the following documents: <input type="checkbox"/> Copy of the Contract; or , Purchase Order (PO); or , Notice of Award (NOA); or , Notice to Proceed (NTP)	B B-1; B2; B3; ... n
<input type="checkbox"/>	Statement of bidder's Single Largest Completed Contract (SLCC) similar in nature to the Contract to be bid within the period of three (3) years , unless otherwise stated in the BDS , 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 ; Such statement shall be supported with complete documentary evidence, enumerated below: <input type="checkbox"/> i. Copy of the Contract or Purchase Order (PO); <input type="checkbox"/> ii. Copy of Certificate of Completion or Sales Invoice; and <input type="checkbox"/> iii. Copy of Certificate of Acceptance or Official Receipt (OR) / Collection Receipt.	C C-1 C-2 C-3
FINANCIAL DOCUMENTS		
<input type="checkbox"/>	Audited Financial Statements duly RECEIVED , filed, and paid through the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions for the Calendar Year 2024 showing, among others, the prospective bidder's total and current assets and liabilities. * First five (5) pages AND last five (5) pages only.	D
<input type="checkbox"/>	Computation of Net Financial Contracting Capacity (NFCC)*; or , a committed Credit Line Certificate (CLC) issued by a Universal or Commercial Bank in lieu of its NFCC computation. * The constant NFCC's K factor is set at 15, regardless of contract duration.	E
CLASS “B” DOCUMENTS		
<input type="checkbox"/>	If case of Joint Venture , a Valid and duly notarized JOINT VENTURE AGREEMENT (JVA) if the joint venture is already in existence; or , a duly notarized statement from all potential joint venture partners stating that they will	F

	enter into and abide by the provisions of the JVA in the event that the bid is successful.	
--	--	--

II. TECHNICAL REQUIREMENTS			
DESCRIPTION			TAB
<input type="checkbox"/>	Bid Security – in favor of the Procuring Entity (Original Copy)		G
	FORM OF BID SECURITY	AMOUNT (Equal to Percentage of the ABC)	
	<ul style="list-style-type: none">Cash or cashier's/manager's check issued by a Universal or Commercial Bank; or,Bank Draft/Guarantee or Irrevocable Letter of Credit issued by a Universal or Commercial Bank; <i>Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank</i>	2% 90,000.00	
	<ul style="list-style-type: none">Surety bond callable upon demand accompanied by a Certification issued by the Insurance Commission that the surety or insurance company is authorized to issue such instruments; or	5% 225,000.00	
	<ul style="list-style-type: none">Bid Securing Declaration (GPPB Resolution No. 03-212)		
<input type="checkbox"/>	Conformity with the Technical Specifications as specified in the Terms of Reference (TOR). Prospective bidders shall submit the duly filled-up Form (PF-Goods-TAB-B) and shall be supported with the following documents:		H
<input type="checkbox"/>	Evidence in support of the Bidder's Statement of Compliance in the form of: manufacturer's un-amended literature or brochures; unconditional statements of specification and compliance issued by the manufacturer; samples; independent test data; etc., as may be appropriate.		H-1
<input type="checkbox"/>	Duly Filled-up Manufacturer's Authorization Form or Duly Authenticated Certification of Sole/Exclusive Distributorship issued by the manufacturer.		H-2 H-2.1
<input type="checkbox"/>	Other additional requirements, such as after-sales service/part and manpower requirements as may be required under the Terms of Reference (TOR) and/or the BDS.		H-3
<input type="checkbox"/>	Schedule of Requirements stating the complete schedule of delivery of each item/lot/project.		I
<input type="checkbox"/>	Omnibus Sworn Statement (Revised) , in accordance with Section 25.3 of the 2016 Revised IRR of R.A. 9184 and using the prescribed form.		J
<input type="checkbox"/>	Authority of the Signatory , i.e., the Secretary's Certificate, if corporation, partnership or cooperative; or , Special Power of Attorney (SPA), if sole proprietorship; or , Owner's Affidavit, if bidder is the company owner. In case of Joint Venture, Special Power of Attorney (SPA) 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.		J-1
<input type="checkbox"/>	Complete Bidding Documents for the Project (Section 1 to 6) including Annexes, Supplemental Bid Bulletin, if any.		K

REMARKS: [] PASS [] FAIL

Checked by: _____
BAC Member

ENVELOPE NO. 2: FINANCIAL COMPONENT

PLEASE SUBMIT THE FOLLOWING DOCUMENTS IN TRIPLICATE COPIES, ARRANGED IN ORDER, WITH LABEL AND DULY TABBED, AND USING ONLY THE PRESCRIBED BIDDING FORMS:

III. FINANCIAL REQUIREMENTS		
DESCRIPTION		TAB
<input type="checkbox"/>	Original and duly signed Financial Bid Form.	A
<input type="checkbox"/>	Completely filled-up Price Schedules (Source of Goods Form) - for Goods Offered from Abroad or Within the Philippines or Both, whichever is applicable.	B
<input type="checkbox"/>	Detailed Cost Breakdown for all items/components of the Goods and/or Services described in the Schedule of Prices, including cost of all applicable taxes.	C
<input type="checkbox"/>	Digital Copy of Statement of Compliance (Section 7. Technical Component); the detailed cost breakdown; and, bill of quantities of Goods/Services being offered in excel format including pdf files of all the bidding documents submitted, all files saved in USB drive/flash drive. PDF files must be the exact replica of the original copy submitted.	D

NOTE: Additional Instructions

- a) Each and every page of the prospective bidder's **Eligibility and Technical Components**, whether **original or certified true copy, including the brochures and manufacturer's unamended literature** shall be signed/countersigned by the Bidder or his/her duly authorized representative/s. The countersignature must appear at the **lower right portion** of each of the pages in the bidding documents submitted using **any color of pen except BLACK**. **To determine the bidder's compliance to said specific requirement, the duplicate copies, i.e., Copy 1 & 2, must be the exact replica of the Original Copy submitted.**
- b) The notarization of any documentary requirement, if so required, shall comply with the **2004 Rules on Notarial Practice**. As such, prospective bidders or their duly authorized representative/s are required to indicate their competent evidence of identity in any document that needs notarization. The phrase "**competent evidence of identity**" shall refer to the identification of an individual based on any of the following: (i) identification documents issued by an official agency bearing the photograph and signature of the individual, *i.e.*, **passport, driver's license, PRC ID, SSS ID, GSIS e-card, NBI clearance, Postal ID, Voter's ID, Tax Identification Number (TIN) issued by the BIR, Barangay certification, Philhealth card, Senior Citizen's ID, OWWA ID, OFW ID, Alien Certificate of Registration/Immigration Certificate of Registration, and Government Office ID. Community Tax Certificate or "cedula" shall not be considered as competent evidence of identity.**
- c) Use the prescribed bidding forms as provided in the bidding documents. For this purpose, PAGASA's prescribed bidding form shall be determined/identified as bearing a watermark of the Agency's Official Logo.
- d) All blank spaces shall be filled in with the information requested.
- e) Bidders shall complete the appropriate Price Schedules included herein, stating the unit prices, total price per item, the total amount and the expected countries of origin of the Goods to be supplied under this Project.
- f) Bidders shall indicate in the **Detailed Cost Breakdown** the rates and prices for all items/components of the **Goods and/or Services** described in the Schedule of Prices, including cost of all applicable taxes. Bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, Schedule of Prices, shall be considered non-responsive and, thus, automatically disqualified. Bidders may refer to **item no. 15 (15.1 to 15.5), Instructions to Bidders** for further information on the matter.
- g) **ANY MISSING or UNSIGNED or NOT COUNTERSIGNED DOCUMENT or NON-COMPLIANCE IN THE ABOVE-MENTIONED CHECKLIST AND INSTRUCTIONS MAY BE A GROUND FOR OUTRIGHT DISQUALIFICATION USING THE NON-DISCRETIONARY "PASS/FAIL" CRITERIA.**
- h) **The PAGASA reserves the right to examine and require the submission of other documents pertaining to the bidders' statement during the post evaluation stage.**
- i) **These additional requirements and instructions may form part of the BDS and Instructions to Bidders.**

REMARKS: ☐ **PASS** ☐ **FAIL**

Checked by: _____
BAC Member



IMPORTANT REMINDER

The **PAGASA** warns the Public/Bidders against unscrupulous individuals/groups who are illegally posting as **PAGASA** officials/employees or use the same of the agency for unauthorized / illegal solicitation.

**PAGASA WARNS THE
PUBLIC AGAINST
ILLEGAL
SOLICITATION**



PAGASA strictly adheres to the provisions of R.A 6713 or the “*Code of Conduct and Ethical Standards for Public Officials and Employees*”.

PAGASA DOES NOT and **WILL NOT** authorize or engage in any form of solicitation activities for any purpose.

The Public is requested to immediately report any incident of this spurious activity through the **PAGASA-CO Complaint Desk** at (02) 8284-0800 Local 1356 and **PBAC Secretariat** at (02) 8284-0800 Local 1357 or email us to the following email address:

client_complaints@pagasa.dost.gov.ph
bac@pagasa.dost.gov.ph

Republic of the Philippines



Government Procurement Policy Board