

# PHILIPPINE BIDDING DOCUMENTS



## **Procurement of Primary and Secondary Dedicated Internet Services for the Insurance Commission (Re-Bidding)**

Government of the  
Republic of the Philippines  
Insurance Commission

**Project Reference Number:  
2024 – 05 – 125 (Lot 2)**

Sixth Edition

22 October 2024

# Preface

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

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

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

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

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

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

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

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

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – "Free Carrier" shipping point.

**FOB** – "Free on Board" shipping point.

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports,

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

# ***Section I. Invitation to Bid***





Republic of the Philippines  
Department of Finance  
**INSURANCE COMMISSION**  
1071 United Nations Avenue, Manila



## INVITATION TO BID

### PROCUREMENT OF PRIMARY AND SECONDARY DEDICATED INTERNET SERVICES FOR THE INSURANCE COMMISSION (RE-BIDDING) PROJECT REFERENCE No. 2024 – 05 – 125 (Lot 2)

1. The **Insurance Commission**, through the **Government of the Philippines (GOP)** under **2024 Special Account in the General Fund (SAGF) 151**, intends to apply the sum of **Two Million Seven Hundred Thousand Pesos (Php2,700,000.00), inclusive of 12% VAT**, being the total Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Primary and Secondary Dedicated Internet Services for the Insurance Commission (Re-Bidding) (Lot 2 Project Reference Number 2024-05-125)**.
2. Bidders may bid for one or both lots, but shall be awarded only one lot. Wherefore, if the bidder with the Lowest Calculated & Responsive Bid (LCRB) for the first lot is also the bidder with the LCRB for the second lot, said bidder shall be given the prerogative to choose its preferred Lot.
3. Bids received more than the ABC and late bids shall be automatically rejected at bid opening.
4. The Insurance Commission (IC), through its Bids and Awards Committee, now invites bids for the **Procurement of Primary and Secondary Dedicated Internet Services for the Insurance Commission (Re-Bidding) (Lot 2 Project Reference Number 2024-05-125)**. Delivery of the Goods is required as indicated in the **Bid Data Sheet**. Bidders should have completed, **within five (5) years from the date of submission and receipt of bids, a contract similar to the Project**. The description of an eligible bidder is contained in the Bidding Documents, particularly in Section II. Instructions to Bidders.
5. 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) 9184, otherwise known as the "Government Procurement Reform Act." Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines and citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.
6. Prospective Bidders may obtain further information from the IC-BAC Secretariat at Telephone No. (02) 8523-8461 local 107 or through email (bacsec@insurance.gov.ph) and inspect the Bidding Documents at the address given below from **9:00 A.M. to 4:00 P.M., Monday to Friday**.

7. A complete set of Bidding Documents may be acquired by interested Bidders starting **22 October 2024** from the given address and the IC website (<https://www.insurance.gov.ph/public-bidding/>) and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Three Thousand Pesos (Php3,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees through electronic means.

Moreover, starting **22 October 2024**, the Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS), and the IC website (<https://www.insurance.gov.ph/public-bidding/>) provided that Bidders shall pay the nonrefundable fee for the Bidding Documents not later than the submission of their bids.

8. The **Insurance Commission** will hold a **Pre-Bid Conference** on **30 October 2024, 10:00 A.M.** at the **IC Function Room, Insurance Commission, 1071 United Nations Avenue, Ermita Manila**, which shall be open to prospective bidders.

Interested bidders may send their request to participate in the Pre-Bid Conference through e-mail. Kindly indicate the company name, full name, designation, and e-mail addresses of the company representatives and send the request to [bacsec@insurance.gov.ph](mailto:bacsec@insurance.gov.ph). The procuring entity shall only accept a **maximum of two (2) company representatives** for the Pre-Bid Conference.

9. Bids must be duly received by the BAC Secretariat manual submission at the office address indicated below on or before **11 November 2024, 09:00 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 **11 November 2024, 10:00 A.M.** at the **IC Function Room, Insurance Commission, 1071 United Nations Avenue, Ermita Manila**. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

Interested bidders may send their request to participate in the Bid Opening through e-mail. Kindly indicate the company name, full name, designation, and e-mail addresses of the company representatives and send the request to [bacsec@insurance.gov.ph](mailto:bacsec@insurance.gov.ph). The procuring entity shall only accept a **maximum of two (2) company representatives** for the Bid Opening.

10. Each Bidder shall submit one (1) original and two (2) copies of the First and Second components of its bids: A three-envelope system. In addition, bidders are required to include a soft copy in the original bid submission. Kindly refer to **Section II, item 15**.

11. The **Insurance Commission** 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:

**MR. ARTURO S. TRINIDAD II**

BAC Chairperson  
Insurance Commission  
1071 United Nations Avenue, Ermita, Manila  
8523-8461 local 107  
Email address: bacsec@insurance.gov.ph

You may visit the following websites:

For downloading Bidding Documents:  
**<https://www.insurance.gov.ph/public-bidding>**

***[ORIGINAL SIGNED]***  
**ARTURO S. TRINIDAD II**  
BAC Chairperson

\_\_\_ *October 2024*

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

## 1. Scope of Bid

The Procuring Entity, **INSURANCE COMMISSION**, wishes to receive Bids for the **Procurement of Primary and Secondary Dedicated Internet Services for the Insurance Commission (Re-Bidding) (Lot 2 Project Reference Number 2024-05-125)**

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 GOP through the source of funding as indicated below **2024 Special Account in the General Fund (SAGF) 151** in the amount of **Two Million Seven Hundred Thousand Pesos (Php2,700,000.00), inclusive of 12% VAT.**

## 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 exceeding those allowed under the rules may participate pursuant to:
- a. When a Treaty or International or Executive Agreement, as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allows foreign bidders to participate;
  - b. 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;
  - c. When the Goods sought to be procured are not available from local suppliers; or
  - d. When there is a need to prevent situations that defeat competition or restrain trade.
- 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.**

- 7.2. Subcontracting any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's

own acts, defaults, or negligence, or those of its agents, servants, or workmen.

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

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and at its address as indicated in **Paragraph 6** of the **IB**.

## **9. Clarification and Amendment of Bidding Documents**

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least **ten (10) calendar days** before the deadline set for the submission and receipt of Bids.

## **10. Documents comprising the Bid: Eligibility and Technical Components**

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC, as indicated in **ITB** Clause 5.3, should have been completed **within five (5) years from the date of submission and receipt of bids, a contract similar to the Project** 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, they 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 **Section VII. Technical Specifications**
  - 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**.

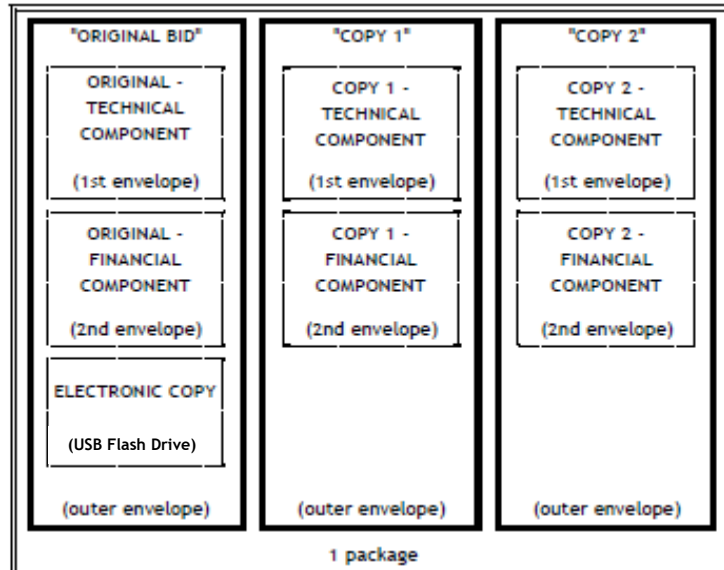
14.2. The Bid and bid security shall be valid until **11 March 2025**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

## 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.

Each Bidder shall submit one (1) original and two (2) copies of the technical and financial components of its bid as illustrated below:



In addition, all documents comprising the Technical and Financial Components shall be electronically scanned and recorded in a USB Flash Drive. The Flash Drive shall be marked as "ELECTRONIC COPY" and shall be put inside the sealed envelope labeled "ORIGINAL BID".

All submissions must be contained and sealed in one (1) package.

<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.

Each sealed Bid shall be labeled as follows:

<HEADER/LABEL>	
<b>ATTENTION:</b>	<b>THE BAC CHAIRPERSON</b> INSURANCE COMMISSION 1071 United Nations Avenue, Ermita Manila, 1000
<b>NAME OF PROJECT:</b>	Project Name
<b>PROJECT REFERENCE NO.:</b>	Project Reference Number
<b>DATE AND TIME OF BID OPENING:</b>	Date and Time
<b>BIDDER'S NAME:</b>	Company Name
<b>BIDDER'S ADDRESS:</b>	Company Address
<i>DO NOT OPEN BEFORE DATE AND TIME OF BID OPENING</i>	

<HEADER/LABEL> shall be:

1. **“ORIGINAL BID PLUS TWO COPIES INSIDE”** – for the bid package
2. **“ORIGINAL BID”** – for the 1<sup>st</sup> outer envelope
  - a. **“ORIGINAL - TECHNICAL COMPONENT”** – for the 1<sup>st</sup> envelope inside the 1<sup>st</sup> outer envelope
  - b. **“ORIGINAL - FINANCIAL COMPONENT”** – for the 2<sup>nd</sup> envelope inside the 1<sup>st</sup> outer envelope
  - c. **“ELECTRONIC COPY”** – USB Flash Drive
3. **“COPY 1”** – for the 2<sup>nd</sup> outer envelope
  - a. **“COPY 1 - TECHNICAL COMPONENT”** – for the 1<sup>st</sup> envelope inside the 2<sup>nd</sup> outer envelope
  - b. **“COPY 1- FINANCIAL COMPONENT”** – for the 2<sup>nd</sup> envelope inside the 2<sup>nd</sup> outer envelope
4. **“COPY 2”** – for the 3<sup>rd</sup> outer envelope
  - a. **“COPY 2 - TECHNICAL COMPONENT”** – for the 1<sup>st</sup> envelope inside the 3<sup>rd</sup> outer envelope
  - b. **“COPY 2- FINANCIAL COMPONENT”** – for the 2<sup>nd</sup> envelope inside the 3<sup>rd</sup> outer envelope

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 the procuring entity's physical address as indicated in **Paragraph 7** of the **IB**.

## 17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in **Paragraph 9** of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting, or other similar technologies will be used, 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 or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

The Project shall be awarded in **One (1) Lot** having several items that shall be awarded as **One (1) 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***

# Bid Data Sheet

ITB Clause					
5	<p>The current contractor or winning bidder of the Primary Internet Services of the Insurance Commission is <b>not eligible</b> to join this procurement project.</p> <p>This is to make sure that different ISPs is utilized by IC to guarantee high-availability and resiliency in case one ISP has encountered issues or downtime.</p>				
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. <b>The Bidder must have completed a single contract that is similar to this Project: Procurement of Primary and Secondary Dedicated Internet Services for the to at least fifty percent (50%) of the ABC</b></p> <p>b. Completed within <b>Five (5) years</b> prior to the deadline for the submission and receipt of bids.</p>				
7.1	Subcontracting is not allowed				
12	The price of the Goods shall be quoted <b>Delivery Duty Paid (DDP)</b> to <i>1071 United Nations, Ermita Manila, Philippines</i> , or the applicable <b>International Commercial Terms (INCOTERMS)</b> for this Project.				
14.1	The bid security shall be in the form of a <b>Bid Securing Declaration</b> or any of the following forms and amounts:				
	Lot	Approved Budget for the Contract (P)	Amount Cash, Cashier's/ Manager's Check, Bank Draft/ Guarantee/ Irrevocable Letter of Credit (2%) (P)	Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission (5%) (P)	Bid Securing Declaration (Pursuant to GPPB Resolution No. 03-2012)
	Lot 2 Secondary Dedicated Internet Services for the Insurance Commission	2,700,000.00	54,000.00	135,000.00	No required Amount

	If the Bid Security is in the form of a cashier's/manager's check, the payee shall be " <b>INSURANCE COMMISSION.</b> "			
15	Additional instructions were stated in ITB Number 15 (Sealing and Markings of Bid).			
19.3	The Project will be awarded in One (1) Lot:			
	<b>Lot No.</b>	<b>Quantity</b>	<b>Item/Description</b>	<b>Approved Budget for the Contract</b>
	1	1 Lot	Secondary Dedicated Internet Services for the Insurance Commission	<b>Php2,700,000.00</b>
20.2	<p>Post Qualification: Within a non-extendible period of <b>five (5) calendar days</b> from receipt by the suppliers of the Notice from the BAC that the supplier has the Single/Lowest Calculated Bid (S/LCB), the Suppliers shall submit and/or present the following requirements for post qualification:</p> <ol style="list-style-type: none"> <li>1. Photocopy/ies of Contract/s or Purchase Order/s of one of the following: <ol style="list-style-type: none"> <li>a. A single contract that is similar to the project and whose value must be at least fifty percent (50%) of the ABC to be bid; <b>OR</b></li> <li>b. At least two (2) similar contracts: <ol style="list-style-type: none"> <li>i. the aggregate amount of which should be equivalent to at least fifty percent (50%) of the ABC; <b>AND</b></li> <li>ii. the largest of these similar contracts must be equivalent to at least twenty-five percent of the percentage of the ABC as required above (i.e., twenty-five percent [25%]).</li> </ol> </li> </ol> </li> <li>2. The corresponding proof/s of completion, could either be: <ol style="list-style-type: none"> <li>a. Certificate/s of Final Acceptance/Completion from the bidder's client/s; <b>OR</b></li> <li>b. Official Receipt/s or Sales Invoice/s of the bidder covering the full amount of the contract/s.</li> </ol> </li> <li>3. Latest Income and Business Tax Returns, filed and paid through the Electronic Filing and Payment System (EFPS), consisting of the following: <ol style="list-style-type: none"> <li>a. 2023 Income Tax Return with proof of payment; <b>AND</b></li> <li>b. VAT Returns or Percentage Tax Returns with proof of payment covering the months from April 2024 to September 2024.</li> </ol> </li> <li>4. Security and Exchange Commission Registration Certificate;</li> <li>5. National Telecommunications Commission (NTC) Certification as Tier 1 Internet Service Provider;</li> </ol>			

	<p>6. Detailed diagram as proof of the requirement to have at least Ten (10) direct international uplinks (Tier1/Tier2) for redundancy purposes; <b>AND</b></p> <p>7. Proof and photocopy of valid certifications, resume, and company ID of locally based manpower for the project with each personnel being regular employee of the bidder for at least Three (3) Years:</p> <ul style="list-style-type: none"> <li>• <i>Three (3) Licensed Electronics Engineers</i></li> <li>• <i>Five (5) Personnel with Network Associate Certification</i></li> <li>• <i>Four (4) Personnel with Network Engineer Certification</i></li> <li>• <i>Three (3) Personnel with Network Professional Certification</i></li> <li>• <i>Three (3) Personnel with Internetwork Expert Certification</i></li> </ul> <p><b><i>N.B. Documents submitted during post-qualification as part of post-qualification documents must be certified by the authorized representative to be true copy/ies of the original.</i></b></p>
21.2	No further instructions



## ***Section IV. General Conditions of Contract***

## 1. Scope of Contract

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

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

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

## 2. Advance Payment and Terms of Payment

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

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

## 3. Performance Security

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

## 4. Inspection and Tests

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

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

## **5. Warranty**

- 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***

# Special Conditions of Contract

GCC Clause	
1	<p>The Project Site is:</p> <p><b>INSURANCE COMMISSION</b> 1071 United Nations Avenue Ermita, Manila</p> <p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, "EXW," "FOB," "FCA," "CIF," "CIP," "DDP" and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are delivered to <b>Insurance Commission, 1071 United Nations Avenue, Ermita, Manila</b>. 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 Representatives at the Project Site are <b>JUAN CARLO R. FLORENCIO AND JOEL LORENZO L. MALING</b> of the Information Technology Division.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>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</li> <li>e. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</li> </ol>

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

**Spare Parts –**

The Supplier is required to provide all the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- 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
- b. in the event of termination of production of the spare parts:
  - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements

**Packaging –**

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt, and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

The outer packaging must be clearly marked on at least four (4) sides as follows:

- Name of the Procuring Entity
- Name of the Supplier
- Contract Description
- Final Destination
- Gross weight
- Any special lifting instructions
- Any special handling instructions
- Any relevant HAZCHEM classifications

	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical, the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p>
	<p><b>Insurance –</b></p> <p>The Goods supplied under this Contract shall be fully insured by the Supplier in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery. The Goods remain at the risk and title of the Supplier until their final acceptance by the Procuring Entity.</p>
	<p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure in accordance with GCC Clause 22.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers' risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p>

	<p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from the use of the Goods or any part thereof.</p>
2.2	<p>Payment shall be made in accordance with Section VII. Technical Specifications and upon completion of the contract and submission of complete documentary requirements in accordance with prevailing accounting and auditing rules and regulations.</p>
4	<p>The inspections and tests that will be conducted are:</p> <p>(a) Inspection conducted by the Internal Control Unit of the Procuring Entity;</p> <p>(b) IT Personnel of the Insurance Commission</p>



## **Section VI. Schedule of Requirements**

The delivery schedule expressed as days stipulates hereafter as delivery period, which is the date of delivery to the project site.

The delivery schedule shall be as indicated below:

<b>LOT</b>	<b>IT EQUIPMENT</b>	<b>Qty</b>	<b>U/M</b>	<b>Delivered, Weeks/Months</b>
1	Procurement of Secondary Dedicated Internet Services for the Insurance Commission	1	lot	<i>Seven (7) Calendar Days from the receipt of the Notice to Proceed</i>

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

---

**Name of Company**

---

**Address**

---

**Signature over Printed Name (Duly authorized to sign the Bid)**

---

**Telephone/Fax Number**

## ***Section VII. Technical Specifications***

## DETAILED TECHNICAL SPECIFICATIONS

### 1. Project Title & Rationale

Procurement of Primary and Secondary Dedicated Internet Services for the Insurance Commission (Re-Bidding) (Lot 2 Project Reference No. 2024-05-125)

The Insurance Commission (IC) has observed a substantial increase in internet usage due to the growing reliance on digital tools and online services. A need for a reliable secondary internet service is necessary for additional bandwidth and high-availability. The current secondary internet infrastructure of 100Mbps is becoming insufficient to meet the demands of our internal processes and the needs of our external stakeholders.

To address these challenges and support the expanding digital operations, the IC proposes the procurement of enhanced secondary internet services through the Procurement of Secondary Dedicated Internet Services for the Insurance Commission – **300Mbps**

The secondary internet services shall have a guaranteed speed of 300Mbps. The ISP services shall be aggregated with the primary internet services during normal operations. In case of technical failure or malfunctioning of either of the services, primary or secondary or vice versa, internet access shall be automatically routed to any of the operational ISP without hampering the business operations of IC.

The current contractor or winning bidder of the Primary Internet Services of the Insurance Commission is not eligible to join this procurement project. This is to make sure that different ISPs will be utilized by IC to guarantee high-availability and resiliency in case one ISP has encountered issues or downtime.

### 2. Objective

The objective of this procurement project is to procure enhanced Secondary Dedicated Internet Services for the IC, aiming to significantly improve its existing internet infrastructure. The current internet service providers supply a bandwidth of *100Mbps for Secondary Internet Service*. Recognizing the growing demands of its operations, the organization intends to upgrade the bandwidth to **300Mbps for the secondary internet service**. This enhancement will ensure that its internal and external stakeholders receive faster, more reliable internet access, supporting its commitment to operational excellence and customer satisfaction.

By increasing the aggregate bandwidth, the IC seeks to bolster its digitization initiatives and uninterrupted access to critical online resources and information systems. The upgraded services will provide a robust and scalable internet infrastructure capable of supporting the current needs and future growth. This strategic move will enhance the IC's ability to serve stakeholders effectively and streamline our operations.

### 3. Subscription Period

The subscription period for the project shall be for **Twelve (12) Months** from the issuance of the Certificate of Acceptance after the completion of delivery, installation, and configuration of internet equipment/devices.

### 4. Specifications

#### **SECONDARY INTERNET SERVICE**

##### **Dedicated Internet Services**

- Dedicated internet access service connection via Fiber Optic Cable Leased Line to be provided by a duly established ISP or a Telecommunications Company
  - With Committed Information Rate (CIR) bandwidth of **300Mbps**
  - With less than 250ms latency
  - With less than 1% packet loss (average over 1000ping) at any given point in time
  - Must provide at least 99.7% guaranteed network reliability/uptime/availability per month, with a monthly downtime cap of 86.4 minutes

$$\begin{aligned} \text{Monthly Downtime} &= \text{Minutes/Month} * (1 - \text{Availability}) \\ &= 30 \text{ Days/Month} * 24 \text{ Hours/Day} * 60 \\ &\quad \text{Minutes/Hour} * (1 - 0.997) \\ &= 129.6 \text{ Minutes} \end{aligned}$$

- Service provider must allocate **Thirty-Two (32) Useable Dedicated Public IP Addresses or /27 IP Block**
- Must facilitate and provide access for the **Configurations of DNS and MX Records of IC Domain and Subdomains** to the assigned Public IP Addresses
- The service provider must provide branded and brand-new high-quality Fiber Optic Cable for the internet connection with at least the following specifications:
  - Suitable for outdoor application
  - Can withstand any temperature
  - Pressure resistance, corrosion resistance, and tensile strength
- The service provider must be responsible for the provisioning of the links through its own facilities with electrical interface hand-off 10/100/1000 Gigabit Ethernet that will connect to the IC Network
- The type of connection must be a 1:1 ratio in synchronous mode and must be terminated via Metro-Ethernet
- Must be fixed bandwidth or dedicated type of access
- Service provider should have 12 channel last mile fiber cable installation and up to 6 simultaneous service connections
- Last Mile must be via Fiber Optic Facility (ISPMDF/Main Facility to Router) *Note: ISP shall be the owner of fiber facility and shall not rely on another last mile provider to deliver the service requirement*

- Service provider must provide an internet bandwidth monitor/utilization via web browser (e.g. MRTG, Cricket, RRD Tool, Net Flow, etc.)
- The service provider must build and manage its own domestic fiber optic backbone network
- Must provide a 1:1 ratio connection (dedicated) and synchronous/symmetric 300Mbps for upload and 300Mbps for download
- Always-On type of connection with 24-hour x 7-day internet access
- Must provide a dedicated, high-speed, diverse, reliable, and managed connectivity to the internet and guaranteed internet bandwidth from the following sites (i.e., US, Japan, Singapore, and Hongkong) to the internet backbones via wired connection
- The service provider shall have Equipment Spares and provision for use of service units comparable to the existing hardware and devices while replacement of pulled-out defective equipment via RMA is being processed
- Subscription must include modem and router or any devices that will convert the last mile facility (fiber) to Ethernet
- Must include all necessary cables, facilities, hardware, components, etc. to interconnect and operate all equipment without additional cost to IC
- Securing of all permits needed must be accomplished by the winning bidder with no cost to IC
- Service provider must provide and facilitate the vertical and horizontal wirings up to the IC Data Center located at the G/F Insurance Commission Building, 1071 United Nations Avenue, Ermita Manila, 1000
- Provide all the needed components/materials to complete the setup and connections and the IC shall not be responsible for the lack of any components/materials. It shall be the sole responsibility of the winning bidder to assess and re-assess all needed components/materials
- Service Provider must provide a fiber optic cable system or via satellite to all international links
- IP routing must be redundant and with diversity
- The internet service must be IPV6-ready and/or compliant
- Must provide a multiple gateway router to internet for redundancy and reliability
- Sub-contracting and wireless solution will not be accepted

### **Service Provider Requirements**

- The service provider should have at least Two (2) Cable Landing Stations
  - Service provider must have at least one (1) Cable Landing Stations in the Luzon, Philippines transiting outside the Philippines for diversity and redundancy
  - Service provider must have at least one (1) Cable Landing Stations in the Mindanao, Philippines transiting outside the Philippines for diversity and redundancy
- The service provider must be a Tier 1 Telecommunications Company and must provide a National Telecommunications Commission (NTC) Certification during post-qualification

- Must have at least Ten (10) direct international uplinks (Tier1/Tier2) for redundancy purposes and must provide a detailed diagram as proof of the requirement during the post-qualification
- The service provider must directly connect to Asia Pacific and US peering partners
- Must have/operate its own backhaul going to cable landing station
- The service provider must be MEF 3.0 certified network service provider
- The service provider must have at least Ten (10) years of experience in operating as an Internet Service Provider
- The service provider must provide a list of locally based manpower for the project with each personnel being regular employee of the bidder for at least Three (3) years:
  - *Three (3) Licensed Electronics Engineers*
  - *Five (5) Personnel with Network Associate Certification*
  - *Four (4) Personnel with Network Engineer Certification*
  - *Three (3) Personnel with Network Professional Certification*
  - *Three (3) Personnel with Internetwork Expert Certification*
- The service provider must provide proof and photocopy of valid certifications, resume, and company ID of the identified local manpower during post-qualification
- The service shall be proactively monitored from the Network Operations Center (NOC) for real time network equipment information which will send alerts in real time for immediate actions in the event of an emergency
- The service provider shall have centralized hotline for technical support concerns
- The service provider shall have an established IT Service Management Process compliant with ITIL best practices

## 5. Scope of Work

- The ISP shall supply, deliver, configure, and commission the internet services within Seven (7) Calendar Days from receipt of the NTP
- The ISP shall provide a Technical Plan for the installation of fiber optic cable
- The ISP shall install and terminate the fiber optic cable based on the Technical Plan, if necessary:
  - Roughing-in, testing, and commissioning
  - Drilling of slab and masonry works
  - Mounting of PVC/Conduit pipes
  - Restoration and painting
- The service provider shall provide the Optical and Non-Optical Documentations for the Fiber Optic Cable including installation and testing but not limited to the following:
  - Non-Optical Documentation must have the following details:
    - Cable route diagrams
    - Splice Plans
    - Connector labeling schemes
    - Cable sheath markings

- Cable datasheets/reel numbers
  - Cable/fiber specifications
  - Bill of Materials used in the installation
- Optical Documentation includes link attenuation, component loss, distance readings, and test results as per industry standards:
  - Optical Loss Test Set (OLTS) test results must have the following details:
    - Date of the test
    - Test personnel
    - Description of the field instrument used (manufacturer model number and serial number)
    - Test equipment calibration date
    - Type and length of the reference jumpers
    - Fiber ID
    - Test procedures and reference methods used
    - Link-loss results
  - Optical Time Domain Reflectometer (OTDR) test results must have the following details:
    - Date of the test
    - Test personnel
    - Description of the field instrument used (manufacturer model number and serial number)
    - Test equipment calibration date
    - Type and length of the launch cables
    - Fiber ID
    - Trace file
    - Tested wavelengths
- The service provider should install the necessary networking equipment not limited to the following:
  - Optical Distribution Frame
  - Network Modem
  - Network Router
- The services shall cover labor and on-site visits within the contracted period for maintenance and other support requirements
- On-call support shall be available 24 hours a day, 7 days a week. A One (1) hour response through a telephone call or email shall be provided from the time of the first call or email by IC Personnel
- Onsite support must have a response time of not more than four (4) hours from the time of the call-in cases where the phone or email support could not solve the problem
- Must provide unlimited technical email, chat, or phone consultation
- Provide RCA (Root Cause Analysis) after solving the problem
- During the subscription period, defective parts/accessories of the subject ICT equipment shall be replaced, at no additional cost to the IC, with the same or better brand, model features, quality, and functionalities if the same is not repaired within the allowable resolution time of Two (2) working hours

- Provide pro-active maintenance support that automatically generates reports and sends notifications to the IC in cases of system maintenance and abnormality.
- Prospective supplier/service provider must have a 24x7 helpdesk system via phone and email support
- The helpdesk system must automatically track, monitor, and escalate open cases until the issue is declared resolved and closed. Prospective supplier/service provider should be ready for a site visit and show how their current helpdesk system works
- The prospective supplier/service provider shall replace all defective equipment, connectors, and other accessories with equivalent items of the same quality and specifications within the warranty period.
- The helpdesk service facility shall include:
  - Technical engineer dispatch facility
  - Case logging and monitoring
  - Support history and reporting

## 6. Service Level Agreement

The IC shall maintain a Service Level Agreement (SLA) with the service provider, with provisions for liquidated damages for their non-compliance which shall be charged against any money due, or which may become due to the service provider, or collected from any securities or warranties posted by the service provider.

- Delivery, installation and configuration
  - 1/10th of 1% of the contract price for the undelivered portion shall be imposed per day of delay
- Scope of Work including scope of works and technical support
  - 1/10th of 1% of the contract price for the undelivered portion shall be imposed per hour of delay
- Network Availability
  - A rebate scheme will be implemented to compensate for any periods of network unavailability
  - Rebate computation shall be as follows:

$$\begin{aligned}
 \text{Rebate for the Month} &= \text{Monthly Rental} * (\text{Total Downtime (mins)} / \\
 &43,200 - 129.6 \text{ mins}) \\
 &= \text{Monthly Rental} * (\text{Total Downtime (mins)} / \\
 &43,070.4 \text{ mins})
 \end{aligned}$$

- The Rebate is subject to the following conditions:
  - Customer shall be responsible to report to ISP's Helpdesk any outages experienced by the Network
  - Customer shall submit written/formal or email advice to ISP to document its claim for any rebates for outages
  - The following outages are not subject to rebate:
    - Outages due to Customer's fault, equipment failure (e.g., failure of Customer's UPS)



- Scheduled Maintenance
- Incidents of Force Majeure and Fortuitous Events
- Power failure in the Customer's Site
- Rebate must be deducted from the next monthly billing after the computation of requested rebate

## **7. Warranties**

- The winning bidder warrants that it shall conform strictly to the terms and conditions of this Detailed Technical Specifications.
- The winning bidder warrants that the technical staff assigned are qualified to provide the deliverables required to the satisfaction of the IC.
- The winning bidder shall secure, and maintain at its own expense all registration, licenses, or permits required by national or local laws and shall comply with the rules, regulations, and directives of regulatory authorities and commissions.
- The winning bidder's technical staff assigned to support IC shall coordinate with the IT Division in the implementation of this project.
- The winning bidder shall be liable for loss, damage, or injury caused directly or indirectly by the fault or negligence of its technical staff assigned. It shall assume full responsibility thereof and the IC shall be fully released from any liability arising therefrom.
- The winning bidder's technical staff assigned to support IC shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standard and established safety regulations, rules, and practices.
- The winning bidder shall neither assign, transfer, pledge, nor subcontract any part or interest to the contract being bided out.

## **8. Confidentiality of Data**

- All technical engineers assigned by the winning bidder shall be required to sign a Non-Disclosure Agreement (NDA).
- The IC Network and System, its components, parts, and all products, product samples, specifications, data, ideas, technology, and technical/non-technical materials, all or any which may be derived from any of the foregoing are strictly confidential.
- The winning bidder agrees to hold all the foregoing information in strict confidence. The winning bidder further agrees not to reproduce or disclose any confidential information to third parties without the prior written approval of the IC.

## **9. Payment Terms**

- Monthly payment shall be made, subject to the submission of the following documentary requirements, and in accordance with budgeting, accounting, and auditing laws, rules, and regulations:
  - Sales Invoice/Billing Statement, VAT inclusive and subject to deduction of applicable taxes

## ***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 and current **Certificate of PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2** of the IRR (pursuant to GPPB Resolution No. 15-2021 dated 14 October 2021);

#### 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 (**per IC Form No. 3**); **and**
- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) of similar nature within the last five (5) years from the date of submission and receipt of bids equivalent to at least fifty (50%) of the total ABC (**per IC Form No. 4**); **and**

Similar in Nature shall mean ***"Procurement of Primary and Secondary Dedicated Internet Services for the Insurance Commission"***

Any of the following documents must be submitted/attached corresponding to the listed completed largest contracts as per IC Form No. 4:

- i. Copy of End User's Acceptance; or
  - ii. Copy of Official Receipt/s or Sales Invoice or Collection Receipt/s
- (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 (**per IC Form No. 8**); **and**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, (**per IC Form No. 6**); **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 (**per IC Form No. 7**)

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 (**per IC Form No. 5**);  
**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 (**per IC Form No. 1**); **and**
- (j) Original of duly signed and accomplished Detailed Bid Price Schedule(s) (**per IC Form No. 1-A**).

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.

## BIDDING FORMS

FORM NO.	FORM TITLE
IC Form No. 1	BID FORM
IC Form No. 1-A	DETAILED BID PRICE SCHEDULE
IC Form No. 2	FINANCIAL DOCUMENTS FOR ELIGIBILITY
IC Form No. 3	LIST OF ALL ONGOING GOVERNMENT & PRIVATE CONTRACTS, INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED
IC Form No. 4	STATEMENT IDENTIFYING THE BIDDER'S SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE CONTRACT TO BE BID WITHIN THE LAST FIVE (5) YEARS
IC Form No. 5	JOINT VENTURE AGREEMENT
IC Form No. 6	CONFORMITY WITH SECTION VI (SCHEDULE OF REQUIREMENTS) AND SECTION VII (TECHNICAL SPECIFICATIONS)
IC Form No. 7	OMNIBUS SWORN STATEMENT
IC Form No. 8	BID SECURING DECLARATION

**Bid Form for the Procurement of Goods**  
***[shall be submitted with the Bid]***

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**BID FORM**

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

Project Identification No. :

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

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid 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.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:  
Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address	Amount and Purpose of agent	Currency	Commission or gratuity
------------------	-----------------------------	----------	------------------------


(if none, state "None") ]

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 : \_\_\_\_\_

**For Goods Offered From Within the Philippines  
Detailed Bid Price Schedule**

Date: \_\_\_\_\_  
Project ID No: \_\_\_\_\_

**Project:** Procurement of Primary and Secondary Dedicated Internet Services for the Insurance Commission (Re-Bidding)

**Code:**

**Date of Bidding:** \_\_\_\_\_

**Time of Bidding:** \_\_\_\_\_

\_\_\_\_\_

(Supplier's Name/Address/Tel. No.)

**For Goods Offered From Within the Philippines**

ITEM	DESCRIPTION	QTY	U/M	Unit Price	Total Price
1	Procurement of Secondary Dedicated Internet Services for the Insurance Commission	1	lot		
<b>TOTAL BID PRICE, Pesos :</b>					
<b>Plus 12% RVAT :</b>					
<b>TOTAL BID PRICE PHP :</b>					

**Total Amount in Words :**

\_\_\_\_\_ (PhP \_\_\_\_\_ )

Name of Bidder \_\_\_\_\_ . ITB Number \_\_\_\_ . Page \_\_\_\_ of \_\_\_\_ .

\_\_\_\_\_  
Signature/Date  
Authorized Official/Position



**IC Form No. 2**

**Financial Documents For Eligibility Check**

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1. 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 (BIR) 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)	

2. The **Net Financial Contracting Capacity (NFCC)** based on the above data is computed as follows:

NFCC = 15 (current asset s– current liabilities) minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started

NFCC = PhP \_\_\_\_\_

Herewith attached are certified true copies of the income tax return and audited financial statement: stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year and NFCC Computation and/or certificate of commitment from a licensed bank to extend a credit line.

Submitted by:

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

\_\_\_\_\_  
Signature of Authorized Representative

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

**NOTE:**

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

**IC Form No. 3**

**List of all Ongoing Government & Private Contracts including Contracts Awarded but not yet Started**

Business Name : \_\_\_\_\_  
 Business Address : \_\_\_\_\_

Name of Contract/ Project Cost	1. Owner's Name 2. Address 3. Telephone Nos.	Nature of Work	Bidder's Role		1. Date Awarded 2. Date Started 3. Date of Completion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
Government								

**Note:** The following documents shall be submitted upon post-qualification:

1. *Notice of Award and/or Contract*
2. *Notice to Proceed issued by the owner*

Submitted by : \_\_\_\_\_  
**(Printed Name & Signature)**

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

**IC Form No. 4**

**STATEMENT OF SINGLE (1) LARGEST COMPLETED CONTRACT OF SIMILAR NATURE WITHIN THE LAST FIVE (5) YEARS FROM DATE OF SUBMISSION AND RECEIPT OF BIDS AMOUNTING TO AT LEAST FIFTY PERCENT (50%) OF THE APPROVED BUDGET FOR THE CONTRACT (ABC)**

**OR**

**STATEMENT OF AT LEAST TWO (2) CONTRACTS OF SIMILAR NATURE WITHIN THE LAST FIVE (5) YEARS FROM THE DATE OF SUBMISSION AND RECEIPT OF BIDS, THE AGGREGATE OF WHICH SHOULD BE EQUIVALENT TO AT LEAST FIFTY PERCENT (50%) OF THE ABC, AND THE LARGEST OF THESE SIMILAR CONTRACTS MUST BE EQUIVALENT TO AT LEAST TWENTY FIVE PERCENT (25%) OF THE ABC OF THE ABC**

Business Name : \_\_\_\_\_  
 Business Address : \_\_\_\_\_

Name of Contract	1. Owner's Name 2. Address 3. Telephone Nos.	Nature of Work	Bidder's Role		1. Amount at Award 2. Amount at Completion 3. Duration	1. Date Awarded 2. Contract Effectivity 3. Date Completed
			Description	%		
Government						

**Note:** Any of the following documents shall be submitted upon post-qualification:

- a) Copy of End User's Acceptance; or
- b) Official Receipt/s; or
- c) Sales Invoice

**Submitted by:** \_\_\_\_\_  
 (Printed Name & Signature)

**Designation:** \_\_\_\_\_

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

Joint Venture Agreement

KNOW ALL MEN BY THESE PRESENTS:

That this JOINT VENTURE AGREEMENT is entered into By and Between \_\_\_\_\_, of legal age, (civil status), owner/proprietor of \_\_\_\_\_ and a resident of \_\_\_\_\_.

and –

of \_\_\_\_\_, of legal age, (civil status), owner/proprietor of \_\_\_\_\_ a resident of \_\_\_\_\_.

That both parties agree to join together their manpower, equipment, and what is needed to facilitate the Joint Venture to participate in the Eligibility, Bidding and Undertaking of the here-under stated project to be conducted by the Insurance Commission.

- 1. NAME OF PROJECT                      CONTRACT AMOUNT

That both parties agree to be jointly and severally liable for the entire assignment.

That both parties agree that \_\_\_\_\_ and/or \_\_\_\_\_ shall be the Official Representative of the Joint Venture, and is granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Joint Venture in the bidding as fully and effectively and the Joint Venture may do and if personally present with full power of substitution and revocation.

That this Joint Venture Agreement shall remain in effect only for the above stated Project until terminated by both parties.

Done this \_\_\_\_\_ day of \_\_\_\_\_, in the year of our Lord 20\_\_.

**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES )  
\_\_\_\_\_ )S.S.

BEFORE ME, a Notary Public for and in \_\_\_\_\_, Philippines, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, personally appeared:

<u>NAME</u>	<u>CTC NO.</u>	<u>ISSUED AT/ON</u>
_____	_____	_____
_____	_____	_____

known to me and known to be the same person who executed the foregoing instrument consisting of \_\_\_\_\_ ( ) pages, including the page whereon the acknowledgment is written and acknowledged before me that the same is his free and voluntary act and deed and that of the Corporation he represents.

WITNESS MY HAND AND NOTARIAL SEAL, at the place and on the date first above written.

Notary Public  
Until 31 December 20\_\_  
PTR No. \_\_\_\_\_  
Issued at: \_\_\_\_\_  
Issued on: \_\_\_\_\_  
TIN No. \_\_\_\_\_

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 20\_\_.

**IC Form No. 6**

**Conformity with Section VI (Schedule of Requirements) and  
Section VII (Technical Specifications)**

(Name of Bidder) hereby undertakes that it shall **COMPLY** with the general requirements stated in Sections VI (Schedule of Requirements) and Section VII (Technical Specifications).

\_\_\_\_\_  
Name and Signature of Authorized Official

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

REPUBLIC OF THE PHILIPPINES)  
\_\_\_\_\_ ) S.S.

**ACKNOWLEDGMENT**

BEFORE ME, a Notary Public for and in \_\_\_\_\_, Philippines, this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, personally appeared:

Name	Government-Issued ID & No.	Issued on	Issued at
(SUPPLIER)			

known to me and to me known to be the same person who executed the foregoing instrument consisting of \_\_\_\_\_ (\_\_\_) pages, including the page whereon this Acknowledgment is written, all pages signed by both parties and their instrumental witnesses, and they acknowledged before me that the same is their free and voluntary act and deed and that of the Corporation they represent.

WITNESS MY HAND AND NOTARIAL SEAL, on the date and place first above written.

Notary Public

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 20\_\_\_\_.

IC Form No. 7

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 Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - 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]*

**IC Form No. 8**

**BID SECURING DECLARATION FORM**

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

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

**BID SECURING DECLARATION**  
**Project Identification No.: *[Insert number]***

To: **REYNALDO A. REGALADO**  
Insurance Commissioner  
Insurance Commission  
2<sup>nd</sup> Floor Insurance Commission Bldg.,  
1071 United Nations Avenue, Ermita, Manila 1000

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 are 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]*

