

# **PHILIPPINE BIDDING DOCUMENTS**



## **Procurement of Managed Printing Services for the Insurance Commission**

Government of the  
Republic of the Philippines  
Insurance Commission

**Project Reference Number:  
2025 – 01 – 017**

**Sixth Edition**

**25 January 2025**

# 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 MANAGED PRINTING SERVICES**  
**FOR THE INSURANCE COMMISSION**  
**(PROJECT REFERENCE No. 2025 – 01 – 017)**

1. The **Insurance Commission**, through the **Government of the Philippines (GOP)** under **2025 Special Account in the General Fund (SAGF) 151**, intends to apply the sum of **Three Million Five Hundred Thousand Pesos (Php3,500,000.00)**, inclusive of **12% VAT**, being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Managed Printing Services for the Insurance Commission** with **Project Reference No. 2025-01-017**. Bids received more than the ABC and late bids shall be automatically rejected at bid opening.
2. The Insurance Commission (IC), through its Bids and Awards Committee, now invites bids for the **Procurement of Managed Printing Services for the Insurance Commission**. 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.
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) 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.
4. 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**.
5. A complete set of Bidding Documents may be acquired by interested Bidders starting **25 January 2025** 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 **25 January 2025**, 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.

6. The Insurance Commission will conduct a **Pre-Bid Conference** on **03 February 2025, at 10:00 A.M.** This conference will take place **online** via **Zoom Videoconferencing**, per Section 22.3 of revised IRR of RA 9184. Prospective bidders are welcome to attend.

Interested bidders should email their request to participate in the Pre-Bid Conference, including the company name, full name, designation, and email addresses of the company representatives, to [bacsec@insurance.gov.ph](mailto:bacsec@insurance.gov.ph). Each company may send up to **two (2) representatives** and must specify their preferred mode of attendance (onsite or online).

7. Bids must be duly received by the BAC Secretariat manual submission at the office address indicated below on or before **17 February 2025, 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 **17 February 2025, 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 given address. 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**

*24 January 2025*

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

## 1. Scope of Bid

The Procuring Entity, **INSURANCE COMMISSION**, wishes to receive Bids for the **Procurement of Managed Printing Services for the Insurance Commission**, with identification number **Project Reference No. 2025-01-017**.

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 **2025 Special Account in the General Fund (SAGF) 151** in the amount of **Three Million Five Hundred Thousand Pesos (Php3,500,000.00)**, 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

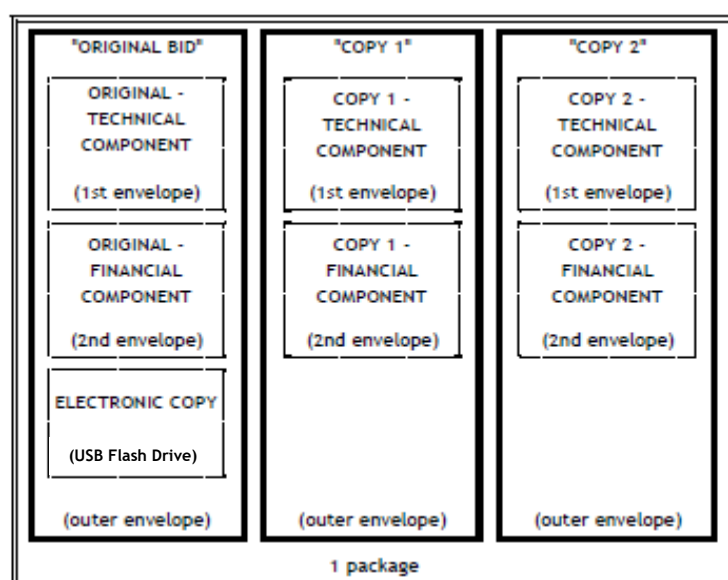
- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until **17 June 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>

**ATTENTION:** **THE BAC CHAIRPERSON**  
INSURANCE COMMISSION  
1071 United Nations Avenue, Ermita Manila, 1000

**NAME OF PROJECT:** Project Name

**PROJECT REFERENCE NO.:** Project Reference Number

**DATE AND TIME OF BID OPENING:** Date and Time

**BIDDER'S NAME:** Company Name

**BIDDER'S ADDRESS:** Company Address

*DO NOT OPEN BEFORE DATE AND TIME OF BID OPENING*

<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 One (1) 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***

# Bid Data Sheet

ITB Clause									
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: Managed Printing Services equivalent 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	<p>The bid security shall be in the form of a <b>Bid Securing Declaration</b> or any of the following forms and amounts:</p> <table><tr><th>Approved Budget for the Contract (P)</th><th>Amount Cash, Cashier's/ Manager's Check, Bank Draft/ Guarantee/ Irrevocable Letter of Credit (2%) (P)</th><th>Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission (5%) (P)</th><th>Bid Securing Declaration (Pursuant to GPPB Resolution No. 03-2012)</th></tr><tr><td>3,500,000.00</td><td>70,000.00</td><td>175,000.00</td><td>No required Amount</td></tr></table> <p>1. The amount of not less than <b><u>Seventy Thousand Pesos (Php70,000.00)</u></b>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee, or irrevocable letter of credit; or</p> <p>2. The amount of not less than <b><u>One Hundred Seventy Five Thousand Pesos (Php175,000.00)</u></b>, if bid security is in Surety Bond;</p> <p>If the Bid Security is in the form of a cashier's/manager's check, the payee shall be "<b>INSURANCE COMMISSION.</b>"</p>	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)	3,500,000.00	70,000.00	175,000.00	No required Amount
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)						
3,500,000.00	70,000.00	175,000.00	No required Amount						
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:				
	Lot No.	Quantity		Item/Description	Approved Budget for the Contract
	1	1	lot	Procurement of Managed Printing Services for the Insurance Commission	P3,500,000.00
20.2	<p><b>Post Qualification:</b> Within a non-extendible period of <b>five (5) calendar days</b> from receipt by the supplier of the Notice from the BAC that the supplier has the Single/Lowest Calculated Bid (S/LCB), the Supplier shall present original copy and submit a certified true copy of the following for post qualification:</p> <ol style="list-style-type: none"><li>Photocopy/ies of Contract/s or Purchase Order/s of one of the following:<ol style="list-style-type: none"><li>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>At least two (2) similar contracts:<ol style="list-style-type: none"><li>the aggregate amount of which should be equivalent to at least fifty percent (50%) of the ABC; <b>AND</b></li><li>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>The corresponding proof/s of completion, could either be:<ol style="list-style-type: none"><li>Certificate/s of Final Acceptance/Completion from the bidder's client/s; <b>OR</b></li><li>Official Receipt/s or Sales Invoice/s of the bidder covering the full amount of the contract/s.</li></ol></li><li>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>Latest Annual Income Tax Return with proof of payment; <b>AND</b></li><li>Latest Income Tax Returns per Revenue Regulations 3-2005; Tax returns filed through the Electronic Filing and Payments System (EFPS). The latest income and business tax returns are those within the last six months preceding the date of bid submission (including copy of VAT returns and corresponding payments for the last 6 months);</li></ol></li><li>Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives;</li><li>Valid and current Business/Mayor's Permit issued to bidder by the city or municipality where the principal place of business of the</li></ol>				

	<p>bidder is located or the equivalent document for Exclusive Economic Zones or Areas;</p> <p>6. Valid and current Tax Clearance per E.O. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR);</p> <p>7. Certification from the manufacturer or distributor (provide official certificate of distributorship) that they are certified reseller or partner of the proposed software and managed services;</p> <p>8. Certification to provide Technical/Software Service Support from the manufacturer or distributor (provide official certificate of distributorship); <b>AND</b></p> <p>9. Brochures/Manuals</p> <p><i>(In case of a Joint Venture between local companies, both partners must present/submit above item. In case of a foreign partner, must present/submit a Corporate Financial Statement or Annual Report)</i></p> <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>JERMAINE R. VALENZUELA AND EDUARDO O. LAURENTE</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>performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>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>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>

	<p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>
	<p><b>Spare Parts –</b></p> <p>The Supplier is required to provide all the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <ul style="list-style-type: none"> <li>a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and</li> <li>b. in the event of termination of production of the spare parts: <ul style="list-style-type: none"> <li>i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements</li> </ul> </li> </ul> <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</p>

	<p>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:

ITEM	IT EQUIPMENT	Qty	U/M	Delivered, Weeks/Months
1	Procurement of Managed Printing Services for the Insurance Commission	1	lot	<i>Within Thirty (30) Calendar Days from the receipt of the Notice to Proceed</i>

### 1. Service Level Agreement/Warranty Certificate

The winning bidder must submit implementation Schedule indicating the required activities and the date of implementation, Sales/Service Invoice, and Service Level Agreement (SLA)/Warranty Certificate.

### 2. Acceptance

Acceptance shall be issued upon compliance of the foregoing. All deliverables mentioned above shall be checked by IC and complied by the winning bidder before the final acceptance and turnover of the project.

### 3. Liquidated Damages

- Liquidated Damages will be imposed if the delivery of the required documents and/or any deliverables will not be accomplished by the winning bidder after thirty (30) days upon receipt of the Notice to Proceed.
- The applicable rate for the liquidated damages is one tenth (1/10) of one (1) percent of the total bid price of the winning bidder for every day of delay.

### 4. Payment Terms

- Payment will be made on a monthly basis, based on the actual print consumption for both monochrome and colored printouts with provision of 2% spoilage allowance.
- The service provider must submit a detailed billing statement or invoice at the end of each month including supporting documentary requirements.
- The service provider must submit a monthly usage report detailing the breakdown of print usage per machine, department, or location (as applicable) to verify the accuracy of the billing statement.



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

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**Name of Company**

---

**Address**

---

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

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**Telephone/Fax Number**

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

**DETAILED TECHNICAL SPECIFICATIONS**  
***Managed Printing Services for the Insurance Commission***

**1. Project Title**

Procurement of Managed Printing Services for the Insurance Commission

**2. Objective**

The primary objective of this procurement project is to acquire a Lease of Network Printers or Managed Printing Solutions to enhance the efficiency, reliability, and cost-effectiveness of printing operations at the Insurance Commission. The project involves deploying Forty-four (44) Multifunction Printers and Two (2) service units, ensuring optimal support for the Commission's document production needs. By adopting a managed printing solution, the initiative aims to streamline printing processes, reduce operational costs through predictable leasing expenses, and improve device management while promoting environmental sustainability through efficient resource utilization.

**3. Project Approved Budget for the Contract (ABC)**

Three Million Five Hundred Thousand Pesos (Php3,500,000.00) inclusive of VAT and other Related Charges. The funding source is under Maintenance and Other Operating Expenses (MOOE).

**4. Project Components**

PRINTER TYPE	QUANTITY
Monochrome Printouts	1,000,000 pages
Colored Printouts	360,000 pages

**5. Project Sites**

LOCATION	QUANTITY
<b>IC Head Office</b> 1071 United Nations Ave. Ermita, Manila	42 Multifunction Printers + 2 Service Units
<b>IC Davao District Office</b> Door 2 & 3, 3rd Floor of YAP Building Quimpo Boulevard, Ecoland, Davao City	1 Multifunction Printer
<b>IC Cebu District Office</b> <i>To be Determined</i>	1 Multifunction Printer

## 6. General Specifications

### 6.1. Scope of Materials and Supply

- 6.1.1. Provide a total of forty-six (46) branded and un-tampered Multifunction Printers (MFP) and two (2) service units capable of Print-Scan-Copy.
- 6.1.2. All MFPs must have a scanning output file format of TIFF, JPEG, PDF & PDF COMPACT.
- 6.1.3. All MFPs must be capable of connecting with the centralized Print Management Software to be installed in a dedicated workstation assigned by the IC as a Print Server. The supplied Print Management Software must be of the same brand as the MFPs to be deployed to ensure compatibility.
- 6.1.4. All MFPs must have a built-in Device Application or software compatible with the centralized Print Management Software. The software must be likewise of the same brand as the MFPs to be supplied.
- 6.1.5. MFPs to be supplied are either new or remanufactured, refurbished, reconditioned, or a combination of any or all, provided it passes the criteria of the IC set forth in this project.
- 6.1.6. If remanufactured, refurbished, or reconditioned, the MFPs to be supplied must not be older than two (2) years and have not exceeded their Duty Life Cycle. For these attributes, the bidder must provide proof of the following:
  - 6.1.6.1. Printer age and meter readings
  - 6.1.6.2. Manufacturer's recommended monthly volume
  - 6.1.6.3. Manufacturer's declaration of the model's maximum Monthly Duty Cycle
  - 6.1.6.4. Manufacturer's declaration of the model's Duty Life Cycle (machine life in no. of pages)
  - 6.1.6.5. Bidder's calculation of the remaining life of the MFPs offered.
  - 6.1.6.6. Offer must be supported by any one of the stated documents such as a Manufacturer's Certificate indicating all the above requirements, Invoices, Delivery Receipts, or Bill of Lading and Packing Lists if imported from outside of the Philippines, with an indication of the serial numbers of the machines and the commodity declaration of its condition whether new, used, refurbished, or remanufactured.
- 6.1.7. If remanufactured, the manufacturer must be an ISO 9001 and ISO 14001 certified manufacturing facility that can issue Certificates to that effect.
- 6.1.8. If refurbished, the entity must be an Authorized Service Provider of the brand for at least five (5) consecutive years.
- 6.1.9. The supplier should limit the MFPs to two (2) models for faster familiarization and ease of use of the panel interfaces across the printer fleet.
- 6.1.10. The ASPS must supply parts and toners on demand and with backup to be stored on-site. Printer supplies stocks must be equivalent to 1/12 of the estimated toners to be consumed in one year and replenished to coincide with the scheduled monthly meter reading. The printer

cartridges' yield shall be referenced by ISO 19752 for Monochrome and ISO 19798 for Color using the formula:

$$SP_1 = \frac{V_e \div Y_d}{n_{12}}$$

*Estimated Volume (Ve) for one year divided by the corresponding ISO declared supplies Yield (Yd) for the monochrome or Color supplies divided by twelve (12) months (n12) equal to Stock Provision (SP1) for one month.*

- 6.1.11. The printer software to be deployed shall be equipped with the following features and functionalities:
- 6.1.11.1. Use a single universal driver for all MFP models.
  - 6.1.11.2. Be compatible with 32 and 64-Bit Windows Client & Server Architecture and MacOS Client
  - 6.1.11.3. Use a Pin Code, or Proximity Cards, or any locking methods for the user's login to the MFP.
  - 6.1.11.4. Push set-up configuration for network installation.
  - 6.1.11.5. Compatibility with remote IP configuration.
  - 6.1.11.6. Installation of drivers for Scan-to-email, network, USB, and PC.
  - 6.1.11.7. The ASPS must activate the device software that will communicate with the Printer Management Software. The printer device should be able to push an email notification or alert that will report the following:
    - 6.1.11.7.1. Toner levels and maintenance parts replacement
    - 6.1.11.7.2. Device errors such as jams, opened panels, machine trouble codes, paper mismatch, etc.
    - 6.1.11.7.3. Meter readings, billing information, and other cost reports.
    - 6.1.11.7.4. Other printer status errors and warnings.
  - 6.1.11.8. The MFPs must have a secure print feature that can delay print output, and to be unlocked on the printer device via PIN code for retrieval.
- 6.1.12. Provide Print Management Software with the following features and functionalities:
- 6.1.12.1. Remote synchronizing of user profiles by the IT Administrator.
  - 6.1.12.2. Account and print number of transactions (print/copy/scan) per user level, device level, and cost center, including paper size, and actual date and time of transaction.
  - 6.1.12.3. Can generate reports that can be printed or sent via email or can be retrieved thru a shared folder.
  - 6.1.12.4. Restrict device management access for administrators.
  - 6.1.12.5. Capable of implementing print policies to whole company or via different group or user level (Default Mono Print, Default Duplex print, Limit Color or mono print per device, restriction to user).
- 6.1.13. Accessories and Peripherals requirements:
- 6.1.13.1. Power Cords with Philippine NEMA standard Type A plug
  - 6.1.13.2. Adaptors, if necessary

6.1.13.3. Administrator and User Manuals

6.1.13.4. Mobile pedestal, if necessary

## 6.2. Contract Term, Duration, Billing, and Payments

- 6.2.1. The service shall be provided to IC for one (1) year, or until a total estimated number of 1,000,000 for monochrome and 360,000 for color prints have been consumed, whichever comes first.
- 6.2.2. The Contract will start after the full delivery, installation, commissioning, and configuration of the required printers and software applications.
- 6.2.3. Contract extensions or renewal may be adopted subject to the conditions set forth in GPPB Resolution No. 06-2022 and the positive evaluation of the Authorized Service Provider and Supplier (ASPS).
- 6.2.4. The ASPS shall be paid monthly based on the actual number of pages printed during the billing period. The amount to be paid shall be equivalent to the total number of pages printed (net of 2% spoilage allowance) multiplied by the unit price per page.
- 6.2.5. The ASPS shall conduct meter readings by its representative(s) starting on the fourth week of the month and must be authenticated together with the representative of the end-user before submission to the IT Administrator for consolidation.
- 6.2.6. All meter readings from end-users' departments are to be tallied, consolidated into a single Billing Statement, and to be submitted by the ASPS to the IC on the last business day of the month.
- 6.2.7. Payments shall be made within thirty (30) calendar days after the presentation of a consolidated Billing Statement and other documents as required by the IC.

## 6.3. Scope of Services, Service Level Commitments, and Periodic Maintenance

- 6.3.1. Provide service report escalation as follows:
  - 6.3.1.1. First line escalation: On-site technician (tier-1) with Customer Assistance Hotline between 8:00am to 5:00pm, Monday-Friday. Calls must be responded within two (2) hours from the time of escalation by the end-user.
  - 6.3.1.2. Second line escalation: The ASPS should be able to provide an on-call technician (tier-2) on-site within the time between 8:00am to 5:00pm Monday-Friday. Resolution and repair time should be within 8 hours after log-in of technician from the site.
  - 6.3.1.3. Third line escalation: For defective units, if parts are not available and the resolution time exceeds the specified time, a service unit shall be installed from those already provided in the printer fleet.
  - 6.3.1.4. Fourth line escalation: If the repair time from the third escalation exceeds forty-eight (48) hours, a replacement of equal or higher specifications shall be delivered by the ASPS within the next twenty-four (24) hours.

- 6.3.1.5. Service Engineer to conduct quarterly health checks, diagnosis, cleaning, lubrication, and repair if needed.

#### 6.4. Training

- 6.4.1. Provide Print Management Software Administration Training Course for at least three (3) people. All training expenses shall be on account of the winning bidder.
- 6.4.2. Provide at least three (3) live sessions (physical or on-line) of End-User Training of the device for IC employees. All training expenses shall be on account of the winning bidder.

#### 6.5. Brand and ASPS Qualifications

- 6.5.1. The equipment offered by the ASPS must be from a reputable manufacturer existing in the Philippine market for at least five (5) years.
- 6.5.2. The ASPS must be an experienced MPS supplier or provider for at least five (5) years.
- 6.5.3. The ASPS must be an Authorized Service Provider of the brand to be offered to IC for at least five (5) years.
- 6.5.4. The ASPS must have a single largest similar contract amounting to at least fifty (50%) percent of the Approved Budget for the Contract that is satisfactorily completed within the last five (5) years. Rental and Lease of Multifunction Devices with services and with the same nature and complexities to this project may be considered "similar" to Managed Print Services (MPS).
- 6.5.5. Transactional sale or supply that involves the transfer of ownership of IT equipment to end-users are considered "not similar".
- 6.5.6. Only the value of the MPS component shall be considered if the completed project presented is supplied together with other IT products on a single-lot contract.
- 6.5.7. Aggregation of completed contracts for this project is not allowed as MPS are not considered expendable products.
- 6.5.8. The ASPS should be able to provide a list of at least one (1) satisfactorily completed similar project for every year for the past five (5) years prior to the opening of bids, reckoned from CY 2020.

#### 6.6. Data Privacy and Non-Disclosure

- 6.6.1. Bidders must adhere with the provisions stated in the RA 10173 or the Data Privacy Act of 2012.
- 6.6.2. The Lowest Calculated and Responsive Bidder (LCRB) must submit a duly notarized Non-Disclosure Certificate together with the other documentary requirements during post-Qualification.
- 6.6.3. Replaced data storage components in the device such as damaged hard drives, solid-state drives, or any other data repository gadgets or

components installed in the MFPs shall be surrendered to the IT Administrator.

- 6.6.4. The ASPS must also surrender any parts or components, except RAM memory, that could store permanent data for destruction by the IT Administrator after the contract expires, or before the machine is pulled-out and demobilized.

## 7. Detailed Technical Specifications

### 7.1. Multifunction Laser Printer

Machine Condition	New, remanufactured, refurbished, reconditioned, or a combination of any or all, not older than two (2) years, and had not exceeded its Duty Life Cycle.
Function and Technology	Copy, Print, and Scan - Laser Technology
Duty Life Cycle	100,000 pages
Machine Condition	Brand New / Refurbished / Reconditioned
The printer's first year of deployment (pls indicate if refurbished or reconditioned)	2023 - 2024
Speed	40 ppm or faster
Warm-up time	27 seconds or less
First print-out time	7.2 second
RAM memory	512 MB
Connectivity	100/1000Mbps, Hi-Speed USB 2.0
Operating Systems	Win 8, 10, 11, Mac OS using Microsoft Office 2013 and Office 365
Print Resolution	1200 x 1200 dpi or equivalent
Maximum Print size	8.5" x 14" or equivalent to SI units
Minimum Print Size	3" x 5" or equivalent to SI units
No. of Paper Trays	At least two (2) trays, or more
Duplex Printing	Built-in

### 7.2. Print Management Software, Installation Drivers, and Device Application Software

#### 7.2.1. Print Management Software

- 7.2.1.1. Remote synchronizing of user profiles by the IT Administrator.
- 7.2.1.2. Account and print number of transactions (print/copy/scan) per user level, device level, and cost center, including paper size, and actual date and time of transaction.
- 7.2.1.3. Can generate reports that can be printed or sent via email or can be retrieved thru a shared folder.
- 7.2.1.4. Restrict device management access for administrators.



- 7.2.1.5. Capable of implementing print policies to whole company or via different group or user level (Default Mono Print, Default Duplex print, Limit Color or mono print per device, restriction to user).

## 7.2.2. Device Management Software and Installation Drivers Features

- 7.2.2.1. Use a single universal driver for all MFP models.
- 7.2.2.2. Be compatible with 32 and 64-Bit Windows Client and Server Architecture
- 7.2.2.3. Use a Pin Code, or Proximity Cards, or any locking methods for the user's login to the MFP.
- 7.2.2.4. Push set-up configuration for network installation.
- 7.2.2.5. Compatibility with remote IP configuration.
- 7.2.2.6. Installation of drivers for Scan-to-email, network, USB, and PC.
- 7.2.2.7. The ASPS must activate the device software that will communicate with the Printer Management Software. The printer device should be able to push an email notification or alert that will report the following:
  - 7.2.2.7.1. Toner levels and maintenance parts replacement
  - 7.2.2.7.2. Device errors such as jams, opened panels, machine trouble codes, paper mismatch, etc.
  - 7.2.2.7.3. Meter readings, billing information, and other cost reports.
  - 7.2.2.7.4. Other printer status errors and warnings.
- 7.2.2.8. The MFPs must have a secure print feature that can delay a print output, and to be unlocked on the printer device via PIN code for retrieval.

## ***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 “***Managed Printing Services***”

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 Managed Printing Services for the Insurance Commission

**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 Managed Printing 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



### Financial Documents For Eligibility Check

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- 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)	

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

NFCC = 15 (current assets – 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	
<u>Government</u>								

**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 (25%) 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	%		
<u>Government</u>						

**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]***

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  
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]*

