

PHILIPPINE BIDDING DOCUMENTS



Maintenance Service Agreement and Licenses for the Existing Application Delivery Controller Appliance

Government of the
Republic of the Philippines

**Project Reference Number:
2025 – 04 – 234**

Sixth Edition

24 May 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

MAINTENANCE SERVICE AGREEMENT AND LICENSES FOR THE EXISTING APPLICATION DELIVERY CONTROLLER APPLIANCE (PROJECT REFERENCE No. 2025 – 04 – 234)

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 **Ten Million Pesos (Php10,000,000.00)**, **inclusive of 12% VAT**, being the Approved Budget for the Contract (ABC) to payments under the contract for the **Maintenance Service Agreement and Licenses for the Existing Application Delivery Controller Appliance** with **Project Reference No. 2025-04-234**. 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 **Maintenance Service Agreement and Licenses for the Existing Application Delivery Controller Appliance**. 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 Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, otherwise known as the "New Government Procurement 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 **24 May 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 **Ten Thousand Pesos (Php10,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees through electronic means.

Moreover, starting **24 May 2025**, the Bidding Documents may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) 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 June 2025, at 2:30 P.M.** This conference will take place **online** via **Zoom**, per Section 51.3 of the IRR of RA No. 12009. 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. Each company may send up to **two (2) representatives**.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **16 June 2025, 1:00 P.M.** 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 **16 June 2025, 2:30 P.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 email. 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. 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 Section 70 of the IRR of RA No. 12009 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 website for downloading the Bidding Documents:

<https://www.insurance.gov.ph/public-bidding>

[ORIGINAL SIGNED]
ARTURO S. TRINIDAD II
BAC Chairperson

24 May 2025

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **INSURANCE COMMISSION**, wishes to receive Bids for the **Maintenance Service Agreement and Licenses for the Existing Application Delivery Controller Appliance**, with **Project Reference No. 2025-04-234**.

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 **Ten Million Pesos (Php10,000,000.00), 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

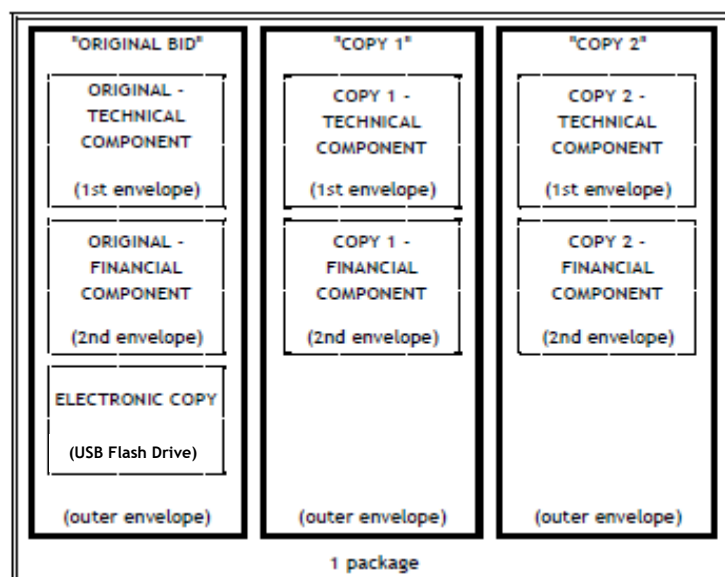
- 14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until **14 October 2025**. 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.

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

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 1st outer envelope
 - a. **"ORIGINAL - TECHNICAL COMPONENT"** – for the 1st envelope inside the 1st outer envelope
 - b. **"ORIGINAL - FINANCIAL COMPONENT"** – for the 2nd envelope inside the 1st outer envelope
 - c. **"ELECTRONIC COPY"** – USB Flash Drive
3. **"COPY 1"** – for the 2nd outer envelope
 - a. **"COPY 1 - TECHNICAL COMPONENT"** – for the 1st envelope inside the 2nd outer envelope
 - b. **"COPY 1- FINANCIAL COMPONENT"** – for the 2nd envelope inside the 2nd outer envelope
4. **"COPY 2"** – for the 3rd outer envelope
 - a. **"COPY 2 - TECHNICAL COMPONENT"** – for the 1st envelope inside the 3rd outer envelope
 - b. **"COPY 2- FINANCIAL COMPONENT"** – for the 2nd envelope inside the 3rd 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									
2.1	The Project is under the approved Annual Procurement Plan (APP) for FY 2025 with the title: Renewal of Application Delivery Controller License and Maintenance Agreement with amount of Php10,000,000.00 .								
5.3	For this purpose, contracts similar to the Project shall be: a. The Bidder must have completed a single contract that is similar to this Project: Maintenance Service Agreement and Licenses for the Existing Application Delivery Controller Appliance equivalent to at least fifty percent (50%) of the ABC. b. Completed within Five (5) years prior to the deadline for the submission and receipt of bids.								
7.1	Subcontracting is not allowed								
12	The price of the Goods shall be quoted Delivery Duty Paid (DDP) to <i>1071 United Nations, Ermita Manila, Philippines</i> , or the applicable International Commercial Terms (INCOTERMS) for this Project.								
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p> <table><tr><td>Approved Budget for the Contract (P)</td><td>Amount Cash, Cashier's/ Manager's Check, Bank Draft/ Guarantee/ Irrevocable Letter of Credit (2%) (P)</td><td>Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission (5%) (P)</td><td>Bid Securing Declaration (Pursuant to GPPB Resolution No. 03-2012)</td></tr><tr><td>10,000,000.00</td><td>200,000.00</td><td>500,000.00</td><td>No required Amount</td></tr></table> <p>1. The amount of not less than <u>Two Hundred Thousand Pesos (Php200,000.00)</u>, 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 <u>Five Hundred Thousand Pesos (Php500,000.00)</u>, 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 "INSURANCE COMMISSION."</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)	10,000,000.00	200,000.00	500,000.00	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)						
10,000,000.00	200,000.00	500,000.00	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	Maintenance Service Agreement and Licenses for the Existing Application Delivery Controller Appliance	Php 10,000,000.00

20.2	<p>Post Qualification: Within a non-extendible period of five (5) calendar days 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 submit and/or present the following requirements for post qualification:</p> <p>1. Present original copy and submit certified true copies of the following:</p> <p>a. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives;</p> <p>b. Valid and current Business/Mayor’s Permit issued to bidder by the city or municipality where the principal place of business of the bidder is located or the equivalent document for Exclusive Economic Zones or Areas;</p> <p>c. 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>d. Audited Financial Statements (AFS) for CY 2024 received (with stamped receipt or with attached copy of acknowledgement thru email) by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions dated CY 2024;</p> <p>e. 2024 Annual Income Tax Return and 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);</p> <p>f. POs or Contracts for all Ongoing Contracts as listed per submitted Annex I with corresponding contact details (contact person, contact number & e-mail address);</p> <p>g. POs, Contracts or any equivalent document as proof of at least five (5) years of experience in providing similar contracts (supply, delivery and installation of servers) with active contact details;</p> <p>h. Certificate of Performance Evaluation or equivalent document with a rating of at least Satisfactory issued by the Largest Contract/s Client/s of the bidder. The certification/document must indicate that the evaluation was based on the bidder’s performance on timely delivery, compliance to specifications, warranty and after sales service.</p> <p>i. Proof of technical support and experience:</p>
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	<ul style="list-style-type: none"> i. Two (2) F5 Certified Engineers with at least Five (5) years of experience working in a similar field of engagement ii. Four (4) F5 Technical Support Engineers with at least Five (5) years of experience working in a similar field of engagement iii. Two (2) Installed Base of F5 BIG-IP Application Delivery Controller <p><i>(In case of Joint Venture between local companies, both partners must present/submit above item a. In case of foreign partner, must present/submit Corporate Financial Statement or Annual Report)</i></p> <p>2. Submit original copy of the following:</p> <ul style="list-style-type: none"> a. Company Profile. Company printed brochure may be included. b. Vicinity map/location of the business. c. Certification or any equivalent document as proof that the bidder is solutions provider for at least five (5) years in the Philippines for the brand being offered. <i>Note: Said document must be dated not later than 2024</i> d. Certification or any equivalent document that the bidder has its 24/7 helpdesk support system via phone and email support which includes the following: <ul style="list-style-type: none"> i. Single point of Contract for Problem Reporting ii. Technical Engineer Dispatch Facility iii. Case Logging and Monitoring iv. Technical Support History and Reporting e. Brochure (original or internet download/Technical Data Sheet or equivalent) of the following items <p>3. Present original copy of the End-User's Acceptance or Official Receipt/Sales Invoice relative to Single Largest Completed Contract per submitted IC Form No. 4</p> <p>4. Submit digital/scanned copy of the Eligibility, Technical, Financial and Post-qualification documents stored in Universal Serial Bus (USB) flash drive.</p> <p>Failure of the supplier, declared as Single/Lowest Calculated Bid (S/LCB), to duly submit the above requirements or a finding against the veracity of such shall be ground for forfeiture of the bid security and disqualify the Supplier for award.</p> <p><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 from the original.</i></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>INSURANCE COMMISSION 1071 United Nations Avenue Ermita, Manila</p> <p>Delivery and Documents –</p> <p>For purposes of the Contract, "EXW," "FOB," "FCA," "CIF," "CIP," "DDP" and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are delivered to the following address: <i>Insurance Commission, 1071 United Nations Avenue, Ermita, Manila</i></p> <p>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 JUAN CARLO R. FLORENCIO AND JERMAINE R. VALENZUELA of the Information Technology Division.</p> <p>Incidental Services –</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"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; 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 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.

	<p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Spare Parts –</p> <p>The Supplier is required to provide all the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements <p>Insurance –</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>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available</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>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from 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.

1. Delivery Schedule

ITEM	IT EQUIPMENT	Qty	U/M	Delivered, Days
1	Maintenance Service Agreement and Licenses for the Existing Application Delivery Controller Appliance	1	lot	<i>On 19 August 2025 and upon receipt of Notice to Proceed</i>

2. Service Level Agreement/Warranty Certificate

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

3. 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.

4. 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 fifteen (15) 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.

5. Payment Terms

Payment shall be made thirty (30) days after issuance of the Certificate of Final Acceptance by the Procuring Entity, subject to the submission of complete supporting documents.

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

Maintenance Service Agreement and Licenses for the Existing Application Delivery Controller Appliance (Project Reference No. 2025-04-234)

2. Objective

The objective of this project is to procure a comprehensive Maintenance Service Agreement and renew the necessary licenses for the existing **F5 BIG-IP i5600²** of the Insurance Commission. This includes ensuring uninterrupted access to Access Policy Manager, Base, i56XX & Best Bundle with AWF, i5600 modules. The goal is to maintain optimal security, and operational efficiency, and to safeguard the Commission's digital infrastructure against evolving cyber threats through continued access to the latest security features and support services.

3. Subscription Period

The Maintenance Service Agreement and Licenses for the Existing Application Delivery Controller Appliance of the Insurance Commission shall cover a period of **One (1) Year**.

4. Specifications

The winning bidder shall provide licenses and support to the BIG-IP i5600 with the following details:

Model: BIG-IP i5600

Serial Number: f5-ybpc-hgbj & f5-onet-gpqb

Modules:

- Access Policy Manager, Base
- i56XX & Best Bundle with AWF, i5600

Application Delivery Controller

- The two proposed appliances must be deployed in High-Availability (HA) set-up with automatic fail-over during hardware failure, system failure, or network failure and can be configured either Active-Active or Active-Passive.
- Must support IPv4 and IPv6.
- The solution must be able to import or replicate configurations, security policies/signature sets of Insurance Commission existing Application Delivery Controller.

² Reference to brand names is authorized under Section 18 of the 2016 Revised IRR of RA 9184 which provides that, "reference to brand names shall not be allowed except for items or parts that are compatible with the existing fleet of equipment of the same make and brand, and to maintain the performance, functionality and useful life of the equipment".

- The solution must have protection and mitigate various web application attacks and Denial-of-Service (DOS)/Distributed Denial-of-Service (DDOS) on all data layers.
- The solution must have capability of processing Secure Socket Layer (SSL) / Transport Layer Security (TLS) offloading.
- The solution should have a diagnostic tool to provide a running snapshot that provides online analysis of support diagnostic logs and automatically provide tailored feedback against a database of known issues, common mistakes and published best practice.
- The solution must support deploying of multiple modules (e.g., Load Balancer, Advance Web Application Firewall, DNS, and Data Center Firewall) securely on the same appliance for efficient single-pass design

Advance Web Application Firewall

- Must have SYN flood protection;
- Must have Geo-location blocking capability;
- Must have policy or rules staging before enforcement;
- Must provide the administrators with attack type definitions and explanations.
- Must be able to stop non-human attackers by presenting a character recognition challenge to suspicious users after the system detects one or more of the following categories:
 - Suspicious IP address/es
 - Requests from a suspicious country
 - An attacked URL
 - An attacked website
- Must have web application and API protection and must be able to protect against known Open Web Application Security Project (OWASP) web application security risks and attacks such as:
 - Injection Flaws
 - Brute Force (CAPTCHA Challenge)
 - Cross-site Scripting (XSS)
 - Parameter tampering
 - Cookie manipulation
- Obfuscates sensitive input fields in real-time while being filled to protect sensitive information from inception such as Man-in-the-Browser (MITB) attacks, malwares and keyloggers during input rather than being encrypted after clicking the submit/send button.
- Logs and reports all application activities (attacks, traffics, etc.).
- The solution must be able to whitelist or blacklist:
 - Specific file types
 - Application URL
 - Application parameters
 - Cookies
 - Redirections
- The solution must be able to enforce specific length of HTTP parameters such as:
 - URL length
 - Query string length
 - Request length

- POST data size
- The solution must be able to set specific HTTP headers and values to be present in client requests.
- The solution must have protection against Web Scraping from the following criteria:
 - Bot Detection (Mouse and Keyboard activity, rapid surfing, etc.)
 - Suspicious clients and session opening
- Support Device-ID detection and finger printing
- The solution must have L7 behavioral DDoS mitigation.
- The solution must be capable of detecting server-stress and the volume of transactions that are possible for DoS/DDoS attack.
- Provide OWASP Compliance dashboard

Traffic Management

- The solution must be capable of traffic optimization.
- The solution must have different options for load balancing.
- The solution must support programmable scripts for:
 - Analysis, manipulation, and detection of all aspects of traffic
 - Implementation of security mitigation and fix application-related errors
- Must support adaptive connection reaper to mitigate the effect of denial-of-service attack. The system must stop establishing new connections once exceeded the specified resource utilization until usage drops below the specified threshold.
- The solution must support HTTP Strict-Transport-Security (HSTS) which is recommended by the SSL Labs Deployment Best Practices.
- Must support SSL3, TLS1.0, TLS1.1 and TLS1.2, TLS 1.3.
- The solution must have RAM caching and built-in hardware compression.
- The solution must support the latest cryptographic hash algorithms/functions such as SHA/SHA256 and SHA384.
- Supports reliable network connectivity with high availability, link monitoring and aggregate multiple monitoring.
- Able to define and control how traffic is distributed across links, based on real-time traffic flows and throughput.
- Able to define policies to distribute traffic over the best performing links based on Application type, Quality of Service, and client types by built in scripting syntax (support variables, loops, arithmetic etc.).

Data Center Firewall

- Ability to deliver high performance stateful and full proxy-based firewall.
- Ability to decrypt/terminate SSL traffic to identify hidden attacks.
- The proposed solution should have capability of Geo Location Blocking.
- The proposed solution should detect and protect against known flood attacks (ICMP/SYN/TCP/UDP).
- The proposed solution should detect and protect against SMURF attack.
- The proposed solution should detect and protect against Teardrop attack.

Domain Name System

- Supports global high availability and reliability of applications across multiple sites and ensures application availability by tracking and managing interdependencies between applications.
- Supports intelligent probing of your network resources to determine whether the resources are up or down. This allows you to specify which device probe specific servers for health and performance data.
- Supports DNS caching, transparent cache and resolving capability

Bidders Certifications and Qualifications

- The bidder must provide a Certificate as an Authorized Distributor/ Partner/Dealer/Reseller from the Manufacturer/Principal of the brand being offered.
- Bidder must be a certified partner of the proposed brand for at least five (5) years.
- To ensure comprehensive support capabilities for the Application Delivery Controller, the bidder must be atleast a Manufacturer Certified Gold Partner of the existing Application Delivery Controller of the Insurance Commission. This partnership level would ensure that the partner of IC would have in-depth technical resources, training, and support programs directly from the manufacturer.
- The bidder must have the following technical support and experience:
 - Two (2) F5 Certified Engineers with at least Five (5) years of experience working in a similar field of engagement.
 - Four (4) F5 Technical Support Engineers with at least Five (5) years of experience working in a similar field of engagement.
 - Two (2) Installed Base of F5 BIG-IP Application Delivery Controller
- Bidder must be duly established in the Philippines with at least twenty (20) years of experience in the supply, delivery, and installation of ICT products and solutions.
 - Attach Company Profile
 - Vicinity map/location of the business
- Bidder must have a 24 x 7 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. The vendor should be ready for a site visit and show how their current helpdesk system works.

5. Scope of Work

- The comprehensive maintenance service agreement shall cover labor and on-site visits within the contracted period.
- On-call support shall be available 24 hours a day, 7 days a week during the contract duration including holidays. A two (2)-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 three (3) hours from the time of the call-in cases where the phone or email support could not solve the problem.

- Maintenance must include all F5 BIG-IP i5600 security services licenses, firmware updates, software patches, product support coverages, and driver updates, minor and major releases, if available.
- Must provide unlimited technical email, chat, or phone consultation.
- Provide a total of 12x on-site visits or local support for reconfiguration, changes, moves, adds, relocation, reprogramming, and other activities to be non-maintenance.
- 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 four (4) working hours.
- During the subscription period, a service unit of at least the same brand, model, features, and functionalities or its equivalent in case of equipment breakdown, shall be provided, at no additional cost to the IC. The service unit shall be made available and operational within four (4) working hours from the time the problem has been reported by the IC-authorized personnel.
- Provide Pro-active maintenance support that automatically generates reports and sends notifications to the manufacturer's 24x7 call support center in cases of system abnormality, so that components will be replaced, and errors fixed before failure occurs.
- Prospective supplier/service provider must provide procedures on support and problem escalation.
- 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.
- During the subscription period, conduct regular preventive maintenance as required by the IC. The results of such shall be documented in a report (e.g. status report, health check, performance, updates, recommendations, etc.) submitted within three (3) calendar days from the conduct of the activity.
- 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 replacement shall be new or shall at least be functionally equivalent to the item replaced, never inferior or an older model thereof.
- The prospective supplier/service provider must provide technology updates to IC and must provide IC with a recommendation on the improvement of its F5 BIG-IP i5600 Configuration.
- The maintenance service agreement should have back-to-back service renewal agreement with the F5 for this contract.
- The helpdesk service facility shall include:
 - Technical engineer dispatch facility
 - Case logging and monitoring
 - Support history and reporting

- The maintenance service agreement period for software shall commence upon issuance of the certificate of acceptance by the Procuring Entity.

6. Service Level Agreement

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

- Renewal of License including features and specifications
 - 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.

7. Warranties

- The winning bidder warrants that it shall conform strictly to the terms and conditions of these 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'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 shall neither assign, transfer, pledge, nor subcontract any part or interest to the contract being bided out.

8. Confidentiality of Data

- 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

- One-time payment shall be made, subject to the submission of the following documentary requirements, and in with accordance to the budgeting, accounting, and auditing laws, rules, and standards:
 - Warranty Certificate of the Maintenance Service Agreement
 - Sales Invoice/Billing Statement
 - Certificate of Acceptance issued by the IC IT Division

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 **“Maintenance Service Agreement and Licenses for Application Delivery Controller”**

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]

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: Maintenance Service Agreement and Licenses for the Existing Application
Delivery Controller Appliance

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	Maintenance Service Agreement and Licenses for the Existing Application Delivery Controller Appliance	1	lot		
TOTAL BID PRICE, Pesos :					
Plus 12% RVAT :					
TOTAL BID PRICE PHP :					

Total Amount in Words :

(PhP)

Name of Bidder _____. ITB Number _____. Page ____ of ____.

Signature/Date
Authorized Official/Position

Financial Documents For Eligibility Check

- 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]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

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

To: **REYNALDO A. REGALADO**
Insurance Commissioner
2nd 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]

