



## **PHILIPPINE BIDDING DOCUMENTS**

# **PROCUREMENT OF HUMAN RESOURCE INFORMATION SYSTEM (HRIS)**

**NCMF IB No. 2024-005**

Government of the Republic of the  
Philippines

**Sixth Edition  
July 2020**

## Preface

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

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

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

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

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the "*NATIONAL COMMISSION ON MUSLIM FILIPINOS*" and "*79 Jocfer Annex Building, Barangay Holy Spirit, Commonwealth Avenue, Quezon City*" should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

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

## Table of Contents

|  |           |
|--|-----------|
| <b>Glossary of Acronyms, Terms, and Abbreviations .....</b>                  | <b>4</b>  |
| <b>Section I. Invitation to Bid.....</b>                                     | <b>7</b>  |
| <b>Section II. Instructions to Bidders.....</b>                              | <b>10</b> |
| 1. Scope of Bid .....  | 11        |
| 2. Funding Information.....  | 11        |
| 3. Bidding Requirements .....  | 11        |
| 4. Corrupt, Fraudulent, Collusive, and Coercive Practices.....               | 11        |
| 5. Eligible Bidders.....   | 11        |
| 6. Origin of Goods .....   | 12        |
| 7. Subcontracts .....  | 12        |
| 8. Pre-Bid Conference .....  | 12        |
| 9. Clarification and Amendment of Bidding Documents .....                    | 12        |
| 10. Documents comprising the Bid: Eligibility and Technical Components ..... | 12        |
| 11. Documents comprising the Bid: Financial Component .....                  | 13        |
| 12. Bid Prices .....   | 13        |
| 13. Bid and Payment Currencies .....   | 14        |
| 14. Bid Security .....   | 14        |
| 15. Sealing and Marking of Bids .....  | 14        |
| 16. Deadline for Submission of Bids .....                                    | 15        |
| 17. Opening and Preliminary Examination of Bids .....                        | 15        |
| 18. Domestic Preference .....  | 15        |
| 19. Detailed Evaluation and Comparison of Bids .....                         | 15        |
| 20. Post-Qualification .....   | 16        |
| 21. Signing of the Contract .....  | 16        |
| <b>Section III. Bid Data Sheet .....</b>                                     | <b>17</b> |
| <b>Section IV. General Conditions of Contract .....</b>                      | <b>19</b> |
| 1. Scope of Contract .....   | 20        |
| 2. Advance Payment and Terms of Payment .....                                | 20        |
| 3. Performance Security .....  | 20        |
| 4. Inspection and Tests .....  | 21        |
| 5. Warranty .....  | 21        |
| 6. Liability of the Supplier .....   | 21        |
| <b>Section V. Special Conditions of Contract .....</b>                       | <b>22</b> |
| <b>Section VI. Schedule of Requirements .....</b>                            | <b>27</b> |
| <b>Section VII. Technical Specifications .....</b>                           | <b>28</b> |
| <b>Section VIII. Checklist of Technical and Financial Documents .....</b>    | <b>45</b> |

## ***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 project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

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

### **Notes on the Invitation to Bid**

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

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

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

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





**BAGONG PILIPINAS**

Republic of the Philippines

**OFFICE OF THE PRESIDENT**

**NATIONAL COMMISSION ON MUSLIM FILIPINOS**

www.ncmf.gov.ph

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**INVITATION TO BID  
PROCUREMENT OF HUMAN RESOURCE INFORMATION SYSTEM (HRIS)**

1. The **NATIONAL COMMISSION ON MUSLIM FILIPINOS**, through the **General Appropriations Act of 2024 (GAA)** intends to apply the sum of **Eight Million Two Hundred Fifty Thousand Pesos (PHP 8,250,000.00)** being the ABC to payments under the contract for **PROCUREMENT OF HUMAN RESOURCE INFORMATION SYSTEM (HRIS)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **NATIONAL COMMISSION ON MUSLIM FILIPINOS** now invites bids for the above Procurement Project. Delivery of the Goods/Services is required to be completed **within ninety (90) calendar days upon receipt of approved Notice to Proceed and Purchase Order/Contract**. Bidders should have completed, within **three (3) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary *“pass/fail”* criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
  - a. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
4. Prospective Bidders may obtain further information from **National Commission on Muslim Filipinos, BAC Office**, and inspect the Bidding Documents at the address given below during Mondays-Fridays, 8:00 AM to 5:00 pm.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **04 April 2024 - 29 April 2024**, from the given address and website(s) below, *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 *at the NCMF BAC Office*.

6. The **National Commission on Muslim Filipinos** will hold a Pre-Bid Conference<sup>1</sup> on **15 April 2024 (Monday), at 01:00 PM** which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the **National Commission on Muslim Filipinos, BAC Office, on 29 April 2024 (Monday), at 12:00 NN**. 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 **29 April 2024 (Monday), at 01:00 PM, at National Commission on Muslim Filipinos, BAC Office** and Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **National Commission on Muslim Filipinos** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

***BAC Secretariat***

***BAC Office, National Commission on Muslim Filipinos- Central Office  
79 Jocfer Bldg., Brgy. Holy Spirit, Commonwealth Ave. Diliman, Quezon City***

***Email Address: [bacsecretariat@ncmf.gov.ph](mailto:bacsecretariat@ncmf.gov.ph)***

***Tel. No. 8952-4875***

***<https://ncmf.gov.ph/>***

12. You may visit the following websites:

For downloading of Bidding Documents: <https://www.philgeps.gov.ph/>

03 April 2024

  
**TAHIR S. LIDASAN JR., CESO II**  
Chairman, BAC

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<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

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

### **Notes on the Instructions to Bidders**

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

## 1. Scope of Bid

The Procuring Entity, *National Commission on Muslim Filipinos* wishes to receive Bids for the *PROCUREMENT OF HUMAN RESOURCE INFORMATION SYSTEM (HRIS)* with identification number *NCMF IB No. 2024-005*.

The Procurement Project (referred to herein as "Project") is composed of ten (10) items, the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for *F.Y. 2024* in the amount of *Eight Million Two Hundred Fifty Thousand Pesos (PHP 8,250,000.00)*.

2.2. The source of funding is:

*General Appropriations Act (GAA) of F.Y. 2024.*

## 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. *Not applicable*

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 Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.

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:

a. Subcontracting is not allowed.

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

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at address OSEC Conference, NCMF-Central Office 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 **three (3) years prior to the deadline for the submission and receipt of bids**.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## **11. Documents comprising the Bid: Financial Component**

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## **12. Bid Prices**

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;

- iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
- iv. The price of other (incidental) services, if any, listed in the **BDS**.

b. For Goods offered from abroad:

- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
- ii. The price of other (incidental) services, if any, as listed in the **BDS**.

12.2. 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:

- a. Philippine Pesos.

### 13. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration<sup>2</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 within one hundred twenty (120) calendar days from the date of the opening of the bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### 14. Sealing and Marking of Bids

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

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<sup>2</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.

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

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

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

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

## **16. 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, 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.

## **17. 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.

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

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

19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.



- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:
- Option 1 – One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **19. 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**.

## **20. Signing of the Contract**

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

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

#### **Notes on the Bid Data Sheet**

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

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

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

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

### Bid Data Sheet

| ITB Clause |  |
|------------|--|
| 5.3        | <p>For this purpose, contracts similar to the Project shall be:</p> <ol style="list-style-type: none"> <li>a. <b><u>Procurement of Human Resource Information System (HRIS).</u></b></li> <li>b. completed within three (3) years prior to the deadline for the submission and receipt of bids.</li> </ol>   |
| 7.1        | <i>Subcontracting is not allowed as indicated in Section II Instructions to Bidders clause 7.1.a</i>   |
| 12         | The price of the Goods shall be quoted DDP in the Philippines 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> <ol style="list-style-type: none"> <li>a. The amount of not less than <b><u>PhP 165,000.00 (2% of ABC).</u></b> if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b><u>PhP 412,500.00 (5% of ABC)</u></b> if bid security is in Surety Bond.</li> </ol>  |
| 19.3       | <p>For purpose of Post-qualification, the following document(s) shall be required:</p> <ol style="list-style-type: none"> <li>a. Latest Income and Business Tax Reforms;</li> <li>b. Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration;</li> <li>c. Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;</li> <li>d. Tax Clearance Certificate per Executive Order No. 398, Series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR);</li> </ol> <p>Audited Financial Statements, stamped "received by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from bid submission;</p> |

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

##### **Notes on the General Conditions of Contract**

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

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

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

## 1. Scope of Contract

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

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

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

## 2. Advance Payment and Terms of Payment

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

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

*[Include the following clauses if Framework Agreement will be used:]*

2.3. For a single-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier in its bid.

2.4. For multi-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier during conduct of Mini-Competition.

## 3. Performance Security

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

#### **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. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

#### **5. Warranty**

5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

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

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

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

## ***Section V. Special Conditions of Contract***

### **Notes on the Special Conditions of Contract**

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

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

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

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

## Special Conditions of Contract

| GCC Clause |  |
|------------|--|
| 1          | <p><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><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>NCMF Central Office 79 Jocfer Building Commonwealth Avenue Quezon City</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</p> <p><b>Incidental Services -</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> </ol> |



- 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.

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

**Spare Parts -**

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

*Select appropriate requirements and delete the rest.*

1. 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
2. in the event of termination of production of the spare parts:
  - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
  - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the costs thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of *[indicate here the time period specified. If not used indicate a time period of three times the warranty period]*.

Spare parts or components shall be supplied as promptly as possible, but in any case, within *[insert appropriate time period]* months of placing the order.

|  |   |
|--|---|
|  | <p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity<br/> Name of the Supplier<br/> Contract Description<br/> Final Destination<br/> Gross weight<br/> Any special lifting instructions<br/> Any special handling instructions<br/> Any relevant HAZCHEM classifications</p> |
|  | <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>  |

|     |   |
|-----|---|
|     | <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</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 use of the Goods or any part thereof.</p> |
|     | <p><b>Regular and Recurring Services -</b></p> <p><i>[In case of contracts for regular and recurring services, state:]</i> “The contract for regular and recurring services shall be subject to a renewal whereby the performance evaluation of the service provider shall be conducted in accordance with Section VII. Technical specifications.”</p>  |
| 2.2 | <i>NO Partial payment is not allowed</i>  |
| 4   | The inspections and tests will be conducted as part of the delivery/acceptance protocol.  |

## VI. Schedule of Requirements

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

| Item | Description   | Quantity | Delivered,<br>Weeks/Months   |
|------|---|----------|--|
| 1    | <i>Design, Development, Delivery,<br/>Installation, Testing and Commissioning<br/>of Human Resource Information System<br/>(HRIS)</i> |          | <i>Within ninety<br/>(90) calendar<br/>days from the<br/>issuance of Notice<br/>to Proceed (NTP)</i> |

I hereby certify and deliver all the above requirements:

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name  
Of Authorized Representative

\_\_\_\_\_  
Date

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

### **Notes for Preparing the Technical Specifications**

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

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

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

### **Sample Clause: Equivalency of Standards and Codes**

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

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

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

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

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

## Technical Specifications for Influenza Vaccine

| Item | Specification | Statement of Compliance   |
|------|---------------|---|
|      |               | <p><i>[Bidders must state here either “<b>Comply</b>” or “<b>Not Comply</b>” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. <b>Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence.</b> Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. <b>A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection.</b> A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p> |

| 1. System Capabilities   | COMPLIED?<br>Y/N | REMARKS |
|--|------------------|---------|
| a. The application must be implemented using web technologies for ease of access nationwide and ensure cross-platform compatibility. |                  |         |
| b. The system shall support multiple browsers.   |                  |         |
| c. The system shall facilitate role-based access control, distinguishing roles as user, operator, or administrator, with clearly     |                  |         |

|   |  |  |
|---|--|--|
| defined access privileges allocated to each role.   |  |  |
| d. The system must be capable of comprehensive search features to filter records. Also, the filtered records must be exportable to CSV, Excel and PDF.                  |  |  |
| e. The system must offer unrestricted licenses to accommodate an unlimited number of users, without imposing any limitations on the total user count within the system. |  |  |
| f. The application shall be compliant with the existing Government and Civil Service Commission rules, regulations and policies.  |  |  |
| g. System Updates must be included if there are change of policies during the warranty period.  |  |  |
| h. The system must be configurable and customizable to allow ease of use and flexibility in adjusting the libraries used in the system.                                 |  |  |
| i. Additionally, the system must be capable of generating Audit Trail Reports in PDF, XLSX, or CSV formats.   |  |  |
| j. Dashboard information must be updated to reflect real time data.   |  |  |
| k. The system must allow management of access rights and security through the use of access controls.   |  |  |
| l. The system must be able to record all transactions, insertions and modifications for transparency and accountability.  |  |  |
| m. Provides complete system documentation, users and operators manual.  |  |  |

| <b>2. Functional Specifications</b>   | <b>COMPLIED?<br/>Y/N</b> | <b>REMARKS</b> |
|---|--------------------------|----------------|
| <b>2.1. Recruitment and Selection</b>   |                          |                |
| a. Provides job vacancy management for plantilla and job orders               |                          |                |
| b. Provides Job vacancy posting and publication management                    |                          |                |
| c. Provides applicant management  |                          |                |
| d. Provides applicant examination management of scores and results            |                          |                |
| e. Provides application for insider and outsider applicants                   |                          |                |
| f. Can integrate applicant information to the Personal Data Sheet upon hiring |                          |                |



|  |  |  |
|--|--|--|
| g. Updating of HRMPSB Ratings  |  |  |
| h. Can generate action Sheet Report  |  |  |
| i. Can generate appointment Transmittal and Action Form  |  |  |
| j. Can generate Publication Report   |  |  |
| k. Can generate Application Assessment Forms   |  |  |
| l. Provides Recruitment Tracking Form  |  |  |
| m. Appointment Management  |  |  |
| n. Appointment Forms   |  |  |
| o. Online Recruitment Platform with email and SMS alerts for external applicant use.                         |  |  |
| p. Online Recruitment Platform must include tracking no., email alerts for internal and external applicants. |  |  |
| q. Customized sender name for SMS. SMS credits included for the duration of the warranty period.             |  |  |
| r. Integration and synchronization between the onsite HRIS and Online Recruitment Platform.                  |  |  |

| <b>2.2. Learning and Development</b>                         | <b>COMPLIED?<br/>Y/N</b> | <b>REMARKS</b> |
|--|--------------------------|----------------|
| a. Can manage training invitations                           |                          |                |
| b. Manage training nominations, approval and assessment      |                          |                |
| c. Generate training and/or program reports                  |                          |                |
| d. Generate reports on trainings by sponsoring agencies      |                          |                |
| e. Manage trainings for employees with scholarship grant     |                          |                |
| f. Generate individual training history reports              |                          |                |
| g. Synchronization of approved training data to employee PDS |                          |                |
| h. Can Manage User Request for Training                      |                          |                |

| <b>2.3. Performance Management</b>            | <b>COMPLIED?<br/>Y/N</b> | <b>REMARKS</b> |
|---|--------------------------|----------------|
| a. Management of Performance Appraisals       |                          |                |
| b. Generation of Performance Based Bonus Form |                          |                |
| c. Performance Based Bonus Report             |                          |                |

|   |  |  |
|---|--|--|
| d. Manage Individual Performance Commitment and Review (IPCR) for rank and file employees |  |  |
| e. Manage Office Performance Commitment and Review (OPCR) for officials                   |  |  |
| f. Provide strategic performance management report  |  |  |
| g. Manage Individual Learning and Development Plan  |  |  |
| h. Manage Coaching and Mentoring  |  |  |

| <b>2.4. Rewards and Recognition</b>          | <b>COMPLIED?<br/>Y/N</b> | <b>REMARKS</b> |
|--|--------------------------|----------------|
| a. Manage PRAISE Nomination                  |                          |                |
| b. Manage Productivity Enhancement Incentive |                          |                |
| c. Manage Special Awards                     |                          |                |
| d. Manage Performance Based Bonus            |                          |                |
| e. Manage Loyalty Incentive Pay              |                          |                |
| f. Manage Perfect Attendance Incentive       |                          |                |

| <b>2.5. Employee Information</b>   | <b>COMPLIED?<br/>Y/N</b> | <b>REMARKS</b> |
|--|--------------------------|----------------|
| a. 201 File  |                          |                |
| • Appointment  |                          |                |
| • Oath of Office   |                          |                |
| • Assumption to Duty   |                          |                |
| • Reassignment   |                          |                |
| • Designation  |                          |                |
| • Detail   |                          |                |
| • Family Records   |                          |                |
| • Personal data sheet (PDS) management as indicated in the latest CSC Form 212 |                          |                |
| • Maintain update history of the personal data sheet (PDS)                     |                          |                |
| • Government issued identification cards (IDs) management                      |                          |                |
| • Statement of Assets, Liabilities and Net Worth (SALN) management             |                          |                |
| • BIR Form 1902  |                          |                |
| • BIR Form 1905  |                          |                |

|  |  |  |
|--|--|--|
| • BIR Form 2316  |  |  |
| • Work Experience Sheet  |  |  |
| • Certificate of Employment  |  |  |
| • Certificate of Employment with Amount of Annual Compensation received indicated.   |  |  |
| • Medical Certificate  |  |  |
| • Service Record Form  |  |  |
| • Notice of Salary Adjustment (NOSA)   |  |  |
| • Notice of Salary Increase (NOSI)   |  |  |
| • Self-Assessment Form   |  |  |
| b. Generation of Summary List of SALN Filers   |  |  |
| c. List of Newly Hired Employees who received Initial Salary   |  |  |
| d. Details management for user account, position, bank account, contacts (in case of emergency), relatives in the government, administrative offenses, formal charges, income and deductions, and leave and holiday eligibility. |  |  |
| e. Employees can update their specific personal data sheet (PDS) subject for approval of Human Resource Development Division (HRDD).   |  |  |
| f. Management of all current and previous employees.   |  |  |
| g. Filing and approval of compensatory, overtime, leave, request change shift, DTR correction and manual submission of DTR   |  |  |
| h. Monitoring, screening and evaluation of Magna Carta applications and reports.   |  |  |
| i. Provident fund applications and reports.  |  |  |
| j. Psychological assessment and self-assessment application.   |  |  |
| k. Reports that can extract the data with comprehensive search filters from the employee information.  |  |  |
| l. Demographics reports that can extract the data with graphical charts and comprehensive search filters from the employee information.  |  |  |
| m. Announcements, memoranda, circulars and orders  |  |  |

|   |  |  |
|---|--|--|
| n. Customer feedback with generation of feedback report |  |  |
| o. Employee Inquiries                                   |  |  |

| <b>2.6. Scheduling and Timekeeping</b>   | <b>COMPLIED?<br/>Y/N</b> | <b>REMARKS</b> |
|--|--------------------------|----------------|
| a. Incorporate a schedule management feature for fixed, flexible and shifting setup.   |                          |                |
| b. Shift management for regular and/or night shift.  |                          |                |
| c. Can handle multiple time and work schedule of employees.  |                          |                |
| d. Must be able to handle work week changes i.e. suspension or work stoppage due to typhoon on a particular area or other fortuitous events  |                          |                |
| e. User must be able to download schedule template which they can edit and upload for schedule creation.   |                          |                |
| f.   |                          |                |
| g. Calendar view of attendance monitoring that shows the summary of perfect time entries, problematic time entries (with schedule but no time entries), corrected time entries (through DTR correction), incomplete time entries, on leave, holiday, and no schedule time entries. |                          |                |
| h. Generation of Time Entries for Officials (Exempted from Biometrics)   |                          |                |
| i. Manual uploading of biometric time entries  |                          |                |
| j. Manipulation of work suspensions  |                          |                |
| k. Manual management of attendance entries   |                          |                |
| l. Online attendance for work from home employees  |                          |                |
| m. DTR Review and Finalize functions   |                          |                |
| n. Daily Time Record (CS Form No. 48)  |                          |                |
| o. Absent Without Official Leave (AWOL) Report   |                          |                |
| p. Locator Slips   |                          |                |
| q. Employee Attendance Report  |                          |                |
| r. Habitual Tardiness Report   |                          |                |
| s. Habitual DTR Correction Report  |                          |                |
| t. Habitual Leave Report   |                          |                |
| u. Incomplete Time Entries Report  |                          |                |

|  |  |  |
|--|--|--|
| v. Overtime Report   |  |  |
| w. Off Duty Schedule Report  |  |  |
| x. Perfect Attendance Report   |  |  |
| y. Manpower Report   |  |  |
| z. Monthly Report of Attendance  |  |  |
| aa. Late Leave Filing Report   |  |  |
| bb. Accomplishment Report  |  |  |
| cc. Consolidated Overtime and Compensatory Time Off Report   |  |  |
| dd. Generation of Prolonged Leaves   |  |  |
| ee. Generation of List of Late Filed Leave Applications  |  |  |
| ff. Generation of Employees' Number of Punches in Biometrics   |  |  |
| gg. Consolidated Tardiness and Undertime Report with Monetary Value  |  |  |
| hh. Integrated with leave module to allow earning of leaves based on DTR   |  |  |
| ii. Integrated with leave module to allow deduction of leaves based on late and undertime                                |  |  |
| jj. Integrated with leave module to display days on leave in the DTR   |  |  |
| kk. Integrated with biometrics devices to allow automated consolidation/retrieval of time entries and plot it to the DTR |  |  |

| <b>2.7. Leave Management</b>   | <b>COMPLIED?<br/>Y/N</b> | <b>REMARKS</b> |
|--|--------------------------|----------------|
| a. Employee leave eligibility  |                          |                |
| b. Can manually apply adjustments  |                          |                |
| c. Leave approval will allow HR user to review submitted leaves and apply the necessary adjustments as necessary |                          |                |
| d. Leave Card / Ledger   |                          |                |
| e. Leave Earned of All Employees Per Month   |                          |                |
| f. Leave Balance History Per Leave Classification  |                          |                |
| g. All Employees Leave Report  |                          |                |
| h. Unauthorized Leave Report   |                          |                |

|  |  |  |
|--|--|--|
| i. Integrated with timekeeping to allow earning of leaves based on the DTR and CSC leave computation |  |  |
| j. Integrated with DTR module to allow deduction of leaves based on late and undertime               |  |  |
| k. Integrated with employee self-service module where employees can file leave                       |  |  |
| l. Integrated with payroll to allow leave monetization   |  |  |

| <b>2.8. Payroll Management</b>  | <b>COMPLIED?<br/>Y/N</b> | <b>REMARKS</b> |
|---|--------------------------|----------------|
| a. Payroll period management  |                          |                |
| b. Integrated with employee information to use details needed for payroll generation such as: |                          |                |
| • Position Title  |                          |                |
| • Salary Grade  |                          |                |
| • Step No.  |                          |                |
| • Employment Status (Permanent, Job Order and etc.)   |                          |                |
| • Employment Type (Full Time / Part Time)   |                          |                |
| • Work Type (Doctors / Non-Doctors)   |                          |                |
| • Required hours per week   |                          |                |
| • Basic Salary  |                          |                |
| • Bonus and other benefits  |                          |                |
| • De Minimis benefits   |                          |                |
| • RATA  |                          |                |
| • PERA  |                          |                |
| • Cellphone Allowance   |                          |                |
| • Quarters Allowance  |                          |                |
| • Government Mandated Benefits  |                          |                |
| • Current applicable tax computations   |                          |                |
| c. Payroll should follow CSC rules, regulation and policies.                                  |                          |                |
| d. The system must incorporate comprehensive income and benefits management feature.          |                          |                |
| e. Deductions management  |                          |                |

|  |  |  |
|--|--|--|
| f. Provides automated computation of subsidiary remittances such as, but not limited to: |  |  |
| • PAGIBIG MP2  |  |  |
| • Union of NCMF Employees (UNE) membership deductions                                    |  |  |
| g. Loans and payments management   |  |  |
| h. The system can generate a general payroll   |  |  |
| i. Performs automated computation of the following:                                      |  |  |
| • Hazard Payment   |  |  |
| • Night Differential   |  |  |
| • Philhealth Honorarium Share  |  |  |
| • Leave Monetization   |  |  |
| • Loyalty Incentive Pay  |  |  |
| • Longevity Incentive Pay  |  |  |
| • Increment every three years  |  |  |
| • Mid-year Bonus   |  |  |
| • Year-end and Cash Gift Bonus   |  |  |
| • Anniversary Incentive  |  |  |
| • Affiliation Incentive  |  |  |
| • Productivity Enhancement Incentive   |  |  |
| • Clothing Allowance   |  |  |
| • Athletic Allowance   |  |  |
| • Tax Refund and Deficit Adjustments   |  |  |
| j. Allow reviewing, adjustments and finalization of payroll generated                    |  |  |
| k. Allow locking of payroll  |  |  |
| l. Allow manual exclusion/cancellation of employee from payroll period.                  |  |  |
| m. Provides Payslip Report   |  |  |
| n. Excluded/Cancelled Employees Report   |  |  |
| o. Philhealth Honorarium Share Report  |  |  |
| p. PHIC Contribution Table   |  |  |
| q. BIR Tax Table   |  |  |
| r. Cover Page  |  |  |
| s. General Payroll Report  |  |  |

|     |   |  |  |
|-----|---|--|--|
| t.  | LBP Salary Loan Report  |  |  |
| u.  | Bank Proof List   |  |  |
| v.  | Summary of Mandatory Deductions   |  |  |
| w.  | Summary of Salaries, Benefits and Other Allowances  |  |  |
| x.  | Summary of Payroll to include basic salary, mandatory deductions, other income, other deductions, loans and payments. |  |  |
| y.  | Generate YTD (Year to Date) Payroll Register Report   |  |  |
| z.  | Generate Hazard Payment Report  |  |  |
| aa. | Generate Hazard Payment Summary Report  |  |  |
| bb. | Generate Combined Report (Medical and Non-Medical)  |  |  |
| cc. | Generate Year End and Cash Gift Bonus Report  |  |  |
| dd. | Generate Mid-Year Bonus Report  |  |  |
| ee. | Generate Year-end Bonus Report  |  |  |
| ff. | Generate Clothing Allowance Report  |  |  |
| gg. | Generate Monetization of Leave Credits Report   |  |  |
| hh. | Generate Contribution Reports   |  |  |
| ii. | Generate GSIS Contribution Report   |  |  |
| jj. | Generate PHIC Contribution Report   |  |  |
| kk. | Generate PAGIBIG Contribution Report  |  |  |
| ll. | Generate Tax Contribution Report  |  |  |
| mm. | Generate Mortuary Deduction Report  |  |  |
| nn. | Generate Union Dues   |  |  |
| oo. | Generate Remittance Reports   |  |  |
| pp. | Generate Withholding Tax Monthly Remittance Report  |  |  |
| qq. | Generate PHIC Daily/Monthly Remittance Report   |  |  |
| rr. | Generate GSIS Daily/Monthly Remittance Report   |  |  |
| ss. | Generate PAGIBIG Daily/Monthly Remittance Report  |  |  |
| tt. | Generate Daily/Monthly Loans and Payments Report  |  |  |
| uu. | Payroll detail approval   |  |  |
| vv. | Bulk Uploading of Tax Amount  |  |  |



|      |  |  |  |
|------|--|--|--|
| ww.  | Re-compute Specific Employee on Review and Finalize                          |  |  |
| xx.  | Exclude Employees on Specific Week Pay                                       |  |  |
| yy.  | Certificate of PHIC, PAGIBIG, GISIS Contributions and Loans                  |  |  |
| zz.  | Settings for GSIS Contribution Percentage                                    |  |  |
| aaa. | Settings for PAGIBIG Minimum Contributions                                   |  |  |
| bbb. | Generate Report for Payroll with anticipated Leave Without Pay               |  |  |
| ccc. | Creation of ISO Incentive Payroll and Vouchers                               |  |  |
| ddd. | Creation of Mandatory Service Retiree Payroll and Vouchers                   |  |  |
| eee. | Athletic Allowance   |  |  |
| fff. | Collective Negotiation Agreement (CNA)                                       |  |  |
| ggg. | Living Quarters Allowance  |  |  |
| hhh. | Perfect Attendance Incentive   |  |  |
| iii. | Self-Development Incentives  |  |  |
| jjj. | Special Awards Incentive (PRAISE)  |  |  |
| kkk. | Summary of Employee's Payroll Index  |  |  |
| lll. | Provident Share Reports  |  |  |
| mmm. | Monthly Loans Report   |  |  |
| nnn. | Generation of payroll file compatible for Land Bank's Digital Banking Portal |  |  |

| <b>2.9. Employee Self-Service</b>   | <b>COMPLIED?<br/>Y/N</b> | <b>REMARKS</b> |
|---|--------------------------|----------------|
| a. Allows viewing and printing of own latest Personal Data Sheet (PDS).             |                          |                |
| b. Allows updating of own Personal Data Sheet (PDS) subject for HR approval         |                          |                |
| c. Allows uploading of Personal Pertinent Documents (TOR, Certifications,           |                          |                |
| d. Allows viewing and printing of own payslip which includes ongoing loans, etc.    |                          |                |
| e. Allows viewing and printing of own contributions for GSIS, PHIC, PAGIBIG and Tax |                          |                |
| f. Allows viewing and printing of own schedule                                      |                          |                |
| g. Allows viewing and printing of own attendance                                    |                          |                |
| h. Allows viewing and printing of own DTR   |                          |                |

|   |  |  |
|---|--|--|
| i. Allows viewing and printing of leave credit balance, unused force leave, unused special leave privileges, Special Privilege Leave and Locator Slip |  |  |
| j. Allows viewing and printing of own summary of overtime report  |  |  |
| k. Allows Online filing of Application with attachments if any, of the following but not limited to:  |  |  |
| • Study Leave   |  |  |
| • Leave Monetization  |  |  |
| • Application for Hiring/Promotion  |  |  |
| • SALN  |  |  |
| l. Allows Online filing of the following forms:   |  |  |
| • Compensatory Time Off   |  |  |
| • Overtime  |  |  |
| • Vacation Leave  |  |  |
| • Sick Leave  |  |  |
| • Maternity/Paternity Leave   |  |  |
| • Forced Leave  |  |  |
| • CSC Privileged Leave  |  |  |
| • Request Change Shift  |  |  |
| • DTR correction  |  |  |
| • Manual Submission of DTR  |  |  |
| m. Allows viewing and application on job vacancies  |  |  |
| n. Allows viewing of memoranda and notifications  |  |  |
| o. Alert user of the following:   |  |  |
| • Compensatory Time Off Status  |  |  |
| • Overtime Status   |  |  |
| • Leave Status  |  |  |
| • Request Change Shift  |  |  |
| • DTR correction Status   |  |  |
| • Expiring licenses (HR only)   |  |  |
| • Issues with DTR   |  |  |
| • Notification and Memo received  |  |  |
| • Employee Inquiry  |  |  |

|   |  |  |
|---|--|--|
| • Customer Feedback                               |  |  |
| • Monitoring of Training Nominations              |  |  |
| • Application for IPCR, SPCR, DPCR, OPCR          |  |  |
| • Application for Magna Carta                     |  |  |
| • Application for Provident Fund                  |  |  |
| • Application for Individual Development Plan     |  |  |
| • Application for Coaching and Monitoring         |  |  |
| • Application for Trainings and Seminars          |  |  |
| • Monitoring of Received Memorandum/Announcements |  |  |

| <b>3. Non-Functional Specifications</b>  | <b>COMPLIED?<br/>Y/N</b> | <b>REMARKS</b> |
|--|--------------------------|----------------|
| <b>3.1. Additional System Specifications</b>   |                          |                |
| a. Tables / master file must be configurable   |                          |                |
| b. Management of security and access controls through the use of user privileges that specifies what modules and actions are allowed for a specific user or user group |                          |                |
| c. Must be capable of recording actions made by the users thru audit trail   |                          |                |
| d. Must display notifications for filed documents and other notices such as received memo, early retirements and etc.  |                          |                |
| e. Ensure that all software licenses needed for successful deployment and implementation will be provided.   |                          |                |
| f. Setup, configuration and managing the server must be included.  |                          |                |
| g. High-capacity fingerprint and facial recognition biometric device must be included for seamless integration with the HRIS software. (at least two (2) units)        |                          |                |

| <b>4. Technology Transfer</b>   | <b>COMPLIED?<br/>Y/N</b> | <b>REMARKS</b> |
|---|--------------------------|----------------|
| a. The vendor must provide free technology transfer for the proposed products. The end-user training can either be conducted in NCMF premises or vendors training center. |                          |                |

|  |  |  |
|--|--|--|
| b. The vendor must provide a comprehensive training program to all of the implementing offices endorsed personnel that will be involved in the implementation and operation of the modules.                                      |  |  |
| c. The training must be detailed enough for the technical participants to be able to completely operate and maintain the whole project. The training must also include trouble shooting and preventive maintenance.              |  |  |
| d. The vendor must provide the encoding of the initial employee data for the HRIS without additional cost, ensuring compliance with R.A. 10173 (Data Privacy Act of 2012) and its associated implementing rules and regulations. |  |  |
| e. The vendor must provide a helpdesk at NCMF premises for at least two (2) months, offering technical support to the system operators.  |  |  |

| <b>5. Documentation</b>   | <b>COMPLIED?<br/>Y/N</b> | <b>REMARKS</b> |
|---|--------------------------|----------------|
| a. The vendor must provide complete documentation for every deliverable and at every end of each development stage and milestone which will be submitted to the National Commission on Muslim Filipinos for approval.                                   |                          |                |
| b. The documentation must include all the source codes of the application systems.  |                          |                |
| c. All documents shall be owned by the National Commission on Muslim Filipinos and shall reserve the right to reproduce at no additional cost.  |                          |                |
| d. All documentation shall be written in English and must be available in both soft and paper formats.  |                          |                |
| e. The vendor must provide user and system manuals and technical materials of all IT equipment including all of its components. Complete hardware, software, utility and CDs must be provided including the inventory of components and serial numbers. |                          |                |
| f. National Commission on Muslim Filipinos will have intellectual Property Rights over the source codes.  |                          |                |

| <b>6. Project Timeline</b>  | <b>PAYMENT SCHEDULE</b> | <b>COMPLIED? Y/N</b> | <b>REMARKS</b> |
|---|-------------------------|----------------------|----------------|
| a. The project should be completed within the period of 90 calendar days commencing from the receipt of Notice to Proceed (NTP) |                         |                      |                |
| b. 60 days for  |                         |                      |                |
| <ul style="list-style-type: none"> <li>• Data Gathering, System Investigation and System Settings</li> </ul>                    | 50%                     |                      |                |
| <ul style="list-style-type: none"> <li>• Software Development</li> </ul>  |                         |                      |                |
| <ul style="list-style-type: none"> <li>• Data Migration</li> </ul>  |                         |                      |                |
| c. 30 days for  |                         |                      |                |
| <ul style="list-style-type: none"> <li>• User Acceptance and Testing</li> </ul>   | 25%                     |                      |                |
| <ul style="list-style-type: none"> <li>• Training</li> </ul>  | 25%                     |                      |                |

## 7. Confidentiality of the Data

The Human Resource Information System (HRIS), its modules, specifications, data, technology, technical and non-technical materials, all or any of which may be derived from any of the forgoing (all of which, is collectively referred to as “Proprietary Information”) are confidential and proprietary to the National Commission on Muslim Filipinos.

### **Note:**

***NCMF requires the interested bidders to submit three (3) separate copies of Technical and Financial Components (1 original copy and 2 certified true copies)***

I hereby accept the stipulation stated in the technical specification.

Conforme:

Company/Bidder’s Name:

Name and Signature of the Authorized Representative:

Date:

### ***Section VIII. Checklist of Technical and Financial Documents***

#### **Notes on the Checklist of Technical and Financial Documents**

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

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

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

## Checklist of Technical and Financial Documents

### I. TECHNICAL COMPONENT ENVELOPE

#### *Class "A" Documents*

##### Legal Documents

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

##### Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Original duly signed Revised Omnibus Sworn Statement (ROSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

##### Financial Documents

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

#### *Class "B" Documents*

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

## II. FINANCIAL COMPONENT ENVELOPE

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

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

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



## **BIDDING FORMS**

### **TABLE OF CONTENTS**

| <b>FORMS</b>  |
|---|
| Revised Omnibus Sworn Statement   |
| Statement of all Government and Private Contracts Completed which are Similar in Nature               |
| List of all on-going Government and Private Contracts including Contracts Awarded but not yet Started |
| Statement of Single Largest Completed Contract  |
| Bid Form  |
| Contract Agreement Form   |

**STATEMENT IDENTIFYING THE BIDDER'S SINGLE LARGEST COMPLETED  
CONTRACT SIMILAR TO THE CONTRACT TO BE BID**

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

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

| Name of Contract | A .Owner's Name<br>b. Address<br>c. Telephone Nos. | Nature of Work | Bidder's Role |   | a. Amount at Award<br>b. Amount at Completion<br>c. Duration | a. Date of Award<br>b. Contract Effectivity<br>c. Date Completed |
|------------------|--|----------------|---------------|---|--|--|
|                  |  |                | Description   | % |  |  |
| Government       |  |                |               |   |  |  |
|                  |  |                |               |   |  |  |
| Private          |  |                |               |   |  |  |
|                  |  |                |               |   |  |  |
|                  |  |                |               |   |  |  |

Note: This statement shall be supported with the following documents:

- a. Purchase Order and /or Contract of Agreement
- b. Certificate of Completion
- c. Official Receipt/s issued for the contract

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

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

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

**List of all ongoing Government & private Contracts including Contracts awarded but not yet started**

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

| Name of Contract/<br>Project Cost | a. Owner's Name<br>b. Address<br>c. Telephone No. | Nature of Work | Bidder's Role |   | a. Date Awarded<br>b. Date Started<br>c. Date of Completion | % of Accomplishment |        | Value of Outstanding Works/Undelivered Portion |
|-----------------------------------|---|----------------|---------------|---|---|---------------------|--------|--|
|                                   |   |                | Description   | % |   | Planned             | Actual |  |
|                                   |   |                |               |   |   |                     |        |  |
| Government                        |   |                |               |   |   |                     |        |  |
|                                   |   |                |               |   |   |                     |        |  |
|                                   |   |                |               |   |   |                     |        |  |
| Private                           |   |                |               |   |   |                     |        |  |
|                                   |   |                |               |   |   |                     |        |  |
|                                   |   |                |               |   |   |                     |        |  |

Note: This statement shall be supported with the following documents:

- a. Notice of Award
- b. Contract of Agreement
- c. Notice to Proceed

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

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

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

**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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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

**[Iurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

**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 a 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 of agent | Amount and Purpose of 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: \_\_\_\_\_



**Contract Agreement Form for the Procurement of Goods (Revised)**  
***[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]***

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**CONTRACT AGREEMENT**

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures in specified currency]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:
  - i. Philippine Bidding Documents (PBDs);
    - i. Schedule of Requirements;
    - ii. Technical Specifications;
    - iii. General and Special Conditions of Contract; and
    - iv. Supplemental or Bid Bulletins, if any
  - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
  - iii. Performance Security;
  - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
  - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the**

**contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

*[Insert Name and Signature]*

*[Insert Name and Signature]*

*[Insert Signatory's Legal Capacity]*

*[Insert Signatory's Legal Capacity]*

*for:*

*for:*

*[Insert Procuring Entity]*

*[Insert Name of Supplier]*

**Acknowledgment**

*[Format shall be based on the latest Rules on Notarial Practice]*

