



LBP Leasing and Finance Corporation
(A LANDBANK Subsidiary)

BID DOCUMENTS
FOR THE

Procurement for the Upgrading of Interrelated IT
Network Infrastructure

(LLFC-CAP-21-016)

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure 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

1. **LBP Leasing and Finance Corporation (LLFC)**, through its Approved Budget for the Contract (ABC), **approved by the its Board of Directors on 28 October 2021**, intends to apply the sum of **PESOS: THREE MILLION NINE HUNDRED TWENTY FIVE THOUSAND (₱ 3,925,000.00)** being the ABC to payments under the contract for the **Procurement for the Upgrading of Interrelated IT Network Infrastructure (LLFC-CAP-21-016)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. LLFC now invites bids for the above Procurement Project.

UPGRADING OF IINTERRELATED IT NETWORK INFRASTRUCTURE	
Delivery Period	Not more than Thirty (30) calendar days after receipt of the Notice to Proceed

Bidders should have completed, within **five (5) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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 LLFC and inspect the Bidding Documents at the address given below **during work days from Monday to Friday between 9:00 A.M. to 3:00 P.M.**

BAC Secretariat
 LBP Leasing and Finance Corporation
 15th Floor Sycip Law Center, 105 Paseo de Roxas Street, Makati City

5. A complete set of Bidding Documents may be acquired by interested Bidders (except Saturdays, Sundays, and Holidays) from **30 October to 22 November 2021** from the given address and websites below and **upon payment of the applicable fee for the Bidding Documents**, pursuant to the latest Guidelines issued by the GPPB, **in the amount of PESOS: FIVE THOUSAND (₱ 5,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.

6. LLFC will hold a Pre-Bid Conference¹ on **08 November 2021, 10:00 A.M.** at **15th Flr., Sycip Law Center, 105 Paseo de Roxas Street, Makati City** and through video conferencing or webcasting via **Zoom Meeting** which shall be open to prospective bidders through the following link:

Join Zoom Meeting

<https://zoom.us/j/99713449259?pwd=dIRzV2ZxSndZUnUzdWRlallVUTlxdz09>

Meeting ID: 997 1344 9259

Passcode: 878080

7. Bids must be duly received by the BAC Secretariat through manual submission at **15th Flr., Sycip Law Center, 105 Paseo de Roxas Street, Makati City** on or before **22 November 2021, 09:00 A.M.** Late bids shall not be accepted.

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.

9. Bid opening shall be on **22 November 2021, 10:00 A.M.** at **15th Flr., Sycip Law Center, 105 Paseo de Roxas Street, Makati City** and through video conferencing or webcasting via **Zoom Meeting**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity through the following link:

Join Zoom Meeting

<https://zoom.us/j/98037464938?pwd=Q1R3M285bmR4QXp3T0hKeGtWOWcrdz09>

Meeting ID: 980 3746 4938

Passcode: 166127

10. LLFC 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:

Mr. Jose Emmanuel I. Guerrero (BAC Secretariat)
LBP Leasing and Finance Corporation (LLFC)
15th Floor SyCip Law Center, No. 105 Paseo de Roxas Street, Makati City
Telephone Number: (02) 8818 2000 loc. 218
Fax Number: (02) 8819 6176
E-mail Address: jiguerrero@lbpleasing.com

12. You may visit the following websites for downloading of Bidding Documents:

- <http://notices.ps-philgeps.gov.ph/main/>
- <https://notices.philgeps.gov.ph/GEPS/>
- <http://www.lbpleasing.com/procurement>

¹ 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.

Date of issue: 28 October 2021

(SGD.)

ATTY. MARLA A. BARCENILLA

Chairperson

Bids and Awards Committee

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, **LBP LEASING AND FINANCE CORPORATION**, wishes to receive Bids for the **Procurement for the Upgrading of Interrelated IT Network Infrastructure**, with identification number **LLFC-CAP-21-016**.

The Procurement Project (referred to herein as “Project”) is composed of **Procurement for the Upgrading of Interrelated IT Network Infrastructure**, 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 **2021** in the amount of **PESOS: THREE MILLION NINE HUNDRED TWENTY FIVE THOUSAND (₱ 3,925,000.00)**.

2.2. The source of funding is:

GOCC and GFIs, the Corporate Operating Budget.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that: **Subcontracting is not allowed.**

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

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **five (5)** years 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 e.
- b. For Goods offered from abroad:
- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in: **Philippine Pesos**.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration² or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until the one hundred twentieth (120th) calendar day from the date of the opening of bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

² 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.

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. 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.
- 19.3. The Project shall be awarded as follows: **One Project having several items that shall be awarded as one contract.**
- 19.4. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA

No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**

21. Signing of the Contract

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

Section III. Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> a. Procurement for the Upgrading of Interrelated IT Network Infrastructure b. Completed within five (5) years prior to the deadline for the submission and receipt of bids.
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP in the Philippines or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> a. The amount of not less than ₱ 78,500.00 (2% of ABC), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than ₱ 196,250.00 (5% of ABC), if bid security is in Surety Bond.
19.3	Procurement for the Upgrading of Interrelated IT Network Infrastructure with ABC of PESOS: THREE MILLION NINE HUNDRED TWENTY FIVE THOUSAND (₱ 3,925,000.00)
20.2	<u>Not Applicable</u>
21.2	<u>Not Applicable</u>

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

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

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

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

GCC Clause	
1	<p>The delivery terms applicable to this Contract are delivered <u>in the Philippines.</u> 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 <u>Melody C. Mercado.</u></p>
2.2	Partial payment is not allowed.
4	The inspections and tests that will be conducted are: <u>Inspection prior to complete delivery/installation.</u>

Section VI. Schedule of Requirements

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

Description	Quantity	Delivered, Days/Weeks/Months
Upgrading of Interrelated IT Network Infrastructure	1	Not more than Thirty (30) days after receipt of the Notice to Proceed
Total	1	

Conforme:

Printed Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

Section VII. Technical Specifications

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

TECHNICAL SPECIFICATIONS		
Particulars	Specifications	Statement of Compliance
CORE Switches		
Quantity	2 units of Core Switches	
Number of Ports	24 x 10/100/1000Base-T Ethernet ports, 4 x 10GE SFP+ ports	
Switching Capacity	670 Gbps	
Power supply	AC 150 watt 1+1 power backup	
Wireless Capability	Should have integrated Wireless Access Controller feature as Wireless Access Controller and	
	a. can manage up to 1000 Access Point	
	b. AP access control, AP domain management, and AP configuration template management	
	c. Radio management, unified static configuration, and dynamic centralized management	
	d. WLAN basic services, QoS, security, and user management	
	e. can authenticate both wired and wireless users, ensuring a consistent user experience no matter whether they are connected to the network through wired or wireless access	
	f. CAPWAP, tag/terminal location, and spectrum analysis	
MAC Addresses	Should support the following	
	a. 288K MAC address entries	
	b. MAC address learning and aging	
	c. Static, dynamic, and blackhole MAC address entries	
	d. Packet filtering based on source MAC addresses	
VLAN	Should support the following	
	a. 4090 VLANs	
	b. Guest VLAN and voice VLAN	
IP routing	Must support the following	
	a. Static routes, RIP v1/2, RIPng, OSPF, OSPFv3, BGP, routing policy	
	b. Up to 512K FIBv4 entries	
QoS/ACL	Must support the following	
	a. Rate limiting in the inbound and outbound directions of a port	
	b. Packet filtering at Layer 2 to Layer 4, filtering out invalid frames based on the source MAC address, destination MAC address, source IP address, destination IP address, TCP/UDP port number, protocol type, and VLAN ID	
Security	Should support the following	

	a. Hierarchical user management and password protection	
	b. DoS attack defense, ARP attack defense, and ICMP attack defense	
	c. Port isolation, port security, and sticky MAC	
	d. MAC Forced Forwarding	
	e. layer 2 isolation	
Redundancy and high availability	a. Must supports the function that combines multiple switches into a logical switch.	
Management	a. Capable of providing an option to virtualize downlink switches and APs as one device for management. That can function as a parent switch	
	b. Must Switches support the intelligent upgrade feature where switches obtain the version upgrade path and download the newest version for upgrade from the Online Upgrade Platform. The entire upgrade process is highly automated.	
	c. Should have support on Open Programmability System (OPS), is an open programmable system based on the Python language.	
	d. Be able to detect temporary service interruptions in a very short time and can identify faulty ports accurately. This cutting-edge fault detection technology turns extensive management to fine granular management.	
	e. Can accurately check any IP link, able obtain the entire network's IP performance and eliminates the need of using a dedicated probe	
Form factor	Rack mountable with 1U size	
Warranty	Three (3) years warranty on parts and labor	
Access Switches		
Quantity	5 units of PoE Access Switches 5 units of Non-PoE Access Switches	
Number of Ports for Non-PoE	24 x 10/100/1000Base-T Ethernet ports, 4 x 10GE SFP+ ports	
Number of Ports for PoE	24 x 10/100/1000Base-T PoE+ Ethernet ports, 4 x 10GE SFP+ ports	
Switching Capacity	330 Gbps	
Power supply	AC power supply	
MAC Addresses	Should support the following	
	a. 32K MAC address entries	
	b. MAC address learning and aging	
	c. Static, dynamic, and blackhole MAC address entries	
	d. Packet filtering based on source MAC addresses	
VLAN	Should support the following	
	a. 4K VLANs	
	b. Guest VLAN and voice VLAN	

IP routing	Must support the following	
	a. Static route, RIP, RIPng, OSPF, OSPFv3 b. Up to 4096 FIBv4 entries	
QoS/ACL	Must support the following	
	a. Rate limiting in the inbound and outbound directions of a port b. Packet filtering at Layer 2 to Layer 4, filtering out invalid frames based on the source MAC address, destination MAC address, source IP address, destination IP address, TCP/UDP port number, protocol type, and VLAN ID	
Security	Should support the following	
	a. Hierarchical user management and password protection	
	b. DoS attack defense, ARP attack defense, and ICMP attack defense	
	c. Port isolation, port security, and sticky MAC	
	d. MAC Forced Forwarding	
	e. support creation of principal VLAN with multiple subordinate VLANs. Subordinate VLANs are classified into group VLANs and separate VLANs. Ports in the principal VLAN can communicate with ports in subordinate VLANs. Ports in subordinate group VLAN can communicate with each other, whereas ports in a subordinate separate VLAN cannot communicate with each other.	
Redundancy and high availability	a. Must support the function that combines multiple switches into a logical switch.	
Management	a. Capable of providing an option to virtualize downlink switches and APs as one device for management. That can function as a client switch.	
	b. Must Switches support the intelligent upgrade feature where switches obtain the version upgrade path and download the newest version for upgrade from the Online Upgrade Platform. The entire upgrade process is highly automated.	
	c. Should have support on Open Programmability System (OPS), is an open programmable system based on the Python language.	
	d. Must support a method that can define standard to sample traffic passing through it and send sample traffic to the collector in real-time	
Form factor	Rack mountable with 1U size	
Warranty	Three (3) years warranty on parts and labor	
Wireless Access Points		
Quantity	11 units of Wireless Access Points	
Wireless Standard	Must be compliance with IEEE 802.11ax and compatibility with IEEE 802.11a/b/g/n/ac/ac Wave 2	

MIMO	2x2 on both 2.4 Ghz and 5 Ghz	
Device rate	1.70 Gbps	
Interface	1 x GE, with option to expand via USB interface that can be used for external IoT expansion (supports protocols such as ZigBee, and RFID) must support BLE 5.0	
Power input	PoE power supply: In compliance with 802.3at/af	
Radio specifications	Must support the following a. 5GHz: 5dBi; 2.4GHz: 4dBi b. 16 SSID per radio c. 500 user per radio d. 27dBm transmit power for 2.4 Ghz and 5Ghz	
WLAN features	Should have the following features a. Compliance with IEEE 802.11ax and compatibility with IEEE 802.11a/b/g/n/ac/ac Wave 2 b. Maximum ratio combining c. Space time block code d. Target wake time e. Compliance with 1024-QAM and compatibility with 256-QAM/64-QAM/16-QAM/8-QAM/QPSK/BPSK f. WLAN channel management and channel rate adjustment g. smart application control technology and can implement visualized control on Layer 4 to Layer 7 applications.	
QoS features	Should have the following features a. Priority mapping and scheduling that are compliant with Wi-Fi multimedia (WMM) to implement priority-based data processing and forwarding b. automatic bandwidth adjustment based on the user quantity and radio environment c. Airtime scheduling and Air interface HQoS scheduling	
Security features	Must support the following a. WEP authentication/encryption using a 64-bit, 128-bit, 152-bit or 192-bit encryption key b. WPA2-PSK, WPA2-802.1X, WPA-WPA2, WPA2-PPSK c. WIDS/WIPS, and can monitor, identify, defend, counter, and perform refined management on the rogue devices, to provide security guarantees for air interface environment and wireless data transmission.	
Spectrum analysis	a. Should identify multiple interference sources including Bluetooth devices, microwave ovens, cordless phones, ZigBee devices, game controllers, 2.4 GHz/5 GHz wireless video, audio devices,	

	b. Should be capable of optionally working with the location server to locate interference sources and perform spectrum analysis on them	
Additional Requirements for network components		
Vendor Qualification	1. The proposed solution must be included in at least Visionary of Gartner Magic Quadrant for Wired and Wireless LAN Infrastructure Report for 2020.	
	2. Bidder/Principal must have at least two (2) installed base sites within Top 10 Banks in the Philippines for the same product and brand being offered. The bidder must provide list of installed base sites' locations/addresses, contact persons, email addresses and telephone numbers.	
Dome CCTV Cameras		
Quantity	6 Units of Dome CCTV Cameras	
CPU	The processor of the CCTV camera should have the following specifications: 1. Cores: 2 2. Architecture: ARM 3. Frequency: 900 MHz	
Computing Power	The camera should have a minimum of 1 TOPS (tera operations per second) of computing power	
Memory	Minimum of 0.5 GB DDR3	
Focal Length	The camera has varifocal lens with focal length of 2.8-12mm.	
IR Range	The camera's infrared range should be at least 30 meters.	
Intelligence	The CCTV camera is able to support the following intelligent features: 1. Face detection and facial recognition 2. Person detection 3. Behavioral analysis such as fast movement, loitering, and intrusion detection 4. Defocus	
Video Encoding	The CCTV camera should support triple streams and should support the following video encoding formats: 1. MJPEG 2. H.264 3. H.265	
Video Frame Rate	The video frame rate of the CCTV camera should be configurable and can range from 25 fps to 60 fps.	
Image Signal Processing Technologies	Should support: 1. WDR of at least 120 dB 2. Image stabilization 3. 2D/3D digital noise reduction 4. Highlight compensation	
Minimum Illumination	Minimum illumination should be at least 0.002 lux for colored image and 0.001 lux for black & white images	

Data Security	Should support web- or SDK-based media stream encryption of two channels simultaneously.	
Service Security	Should support: 1. Role-based access control 2. 802.1X authentication 3. HTTPS digital certificate 4. Secure boot	
Network Port	Camera should have at least one (1) RJ45 ethernet port	
General Specifications	Camera should comply with the following specifications: 1. IP rating of at least IP67 2. IK rating of at least IK10 3. Operating temperature between -30 degrees Celsius to +60 degrees Celsius 4. Uses 12 V DC and PoE (IEEE 802.3af) for power	
Network Video Recorder		
Quantity	1 unit Network Video Recorder	
CPU	The controller should use a 64-bit multi-core ARM processor	
Memory	Minimum of 8 GB DDR4	
Operating System	The NVR uses Linux operating system to ensure 24/7 stable running, protecting the system from hacker attacks and viruses	
Storage	The NVR should be configured with at least 4 units of 6TB surveillance-level hard disks but is able to expand to up to 8 disks in the same chassis.	
Supported Channels	The NVR should support 16 channels of video input and forwarding.	
Supported Bandwidth	The NVR should have a minimum of 160 Mbit/s bandwidth of video input and forwarding.	
Video Format	The NVR should support MJPEG, H.264, and H.265	
Recording Protection	The NVR should support recording lock, preventing important recordings from being overwritten within a specified period.	
Transmission Security	The NVR should support multiple encryption algorithms, including AES256, for data transmission.	
External Ports	The NVR should have at least two RJ45 ethernet ports for network uplink and at least 3 USB ports	
Certification	The NVR complies with CE, RoHS, REACH, and WEEE certifications.	
Structured Cabling and Peripherals		
	Supply, Delivery and Installation of data and voice cabling materials and accessories for at least 126 Data and 78 Voice, and 6 CCTV per plan	
	Supply, Delivery and Installation of PVC Pipes and Pull Boxes	
	Supply, Delivery and Installation of 7Feet Free Standing Data Cabinet	

	Must Perform Termination, Testing and Labeling Services.	
	Must submit all as-built plans	
Warranty Requirements		
Warranty	Warranty service for the repair/replacement of parts must be accomplished within 48 hours upon receipt of notice.	
	Warranty shall include costs on parts, labor and incidental charges for travel and lodging except under the following conditions: damages caused by fire, earthquake, flood, spilling of food and drinks, roof leakage, civil disturbance, and accidental dropping of the unit.	
Vendor Requirements		
	1. Bidder & Principal must have a local sales and service office in the Philippines for guaranteed support and services. Bidder must submit the office addresses, contact persons and telephone numbers.	
	2. Bidder must have at least 3 certified local engineers to support the installation, configuration and support services within the warranty period. Bidder must submit list of engineers including their unexpired certifications from the company of the product/brand being offered.	
	3. Bidder must submit Certificate of Employment and Resume/Curriculum Vitae of its local engineers.	
	4. Bidder must be at least 10 years of existence in the IT industry. Information should be based from Securities and Exchange Commission (SEC) incorporation information. Notarized certification from the bidder must be submitted.	
	5. Bidder must be a certified partner of the brand being offered. Must submit Certificate of Partnership from the Principal.	
	6. The winning bidder must comply with the requirements in relation to Third Party / Vendor Assessment conducted by the Bank. Must submit [e.g. Latest Financial Statement (FS), Business Continuity Plan (BCP) that are related to the Bank, and List of Updated Technical Support unit (include name, contact numbers and email addresses, etc)].	
Other Requirements		
	1.The brand must be the same for LAN, Wireless Access Points and CCTV	
	2.Bidder must provide administration training for 5 pax for free.	

	3.Delivery period is not more than thirty (30) calendar days after receipt of Notice to Proceed. Units shall be delivered in the Head Office.	
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Conforme:

Printed Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

Section VIII. Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and
- (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (e) 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**
- (f) 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**
- (g) 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**
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (i) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (j) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**

- (k) 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

- (l) 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.

Post-Qualification Documents

(Non-submission during the bidding shall not be a ground for disqualification)

- (m) Quarterly Value-Added Tax Return (BIR No. 2550-Q) and Quarterly Income Tax Return (BIR Form No. 1702Q) filed manually or through the BIR EFPS for the last two (2) quarters immediately preceding the bid opening date (1st and 2nd quarter of 2021).
- (n) 2020 Income Tax Return

II. FINANCIAL COMPONENT ENVELOPE

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

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

- (q) *[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.
- (r) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Bid Form

Date: _____
 Invitation to Bid³ N^o: _____

To: LBP Leasing and Finance Corporation
 15th Floor Sycip Law Center, 105 Paseo de Roxas Street, Makati City

Gentlemen and/or Ladies:

Having examined the Bidding Documents including 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 Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB Clause 17.1** and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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:⁴

Name and address of agent	Amount and Currency	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.

³ If ADB, JICA and WB funded projects, use IFB.

⁴ Applicable only if the Funding Source is the ADB, JICA or WB.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Procurement for the Upgrading of Interrelated IT Network Infrastructure of LBP Leasing and Finance Corporation. *[for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for the Procurement for the Upgrading of Interrelated IT Network Infrastructure of LBP Leasing and Finance Corporation.**

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.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Omnibus Sworn Statement

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;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

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

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *Procurement for the Upgrading of Interrelated IT Network Infrastructure*.
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.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ___ at _____.

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

Bid Securing Declaration Form

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

X-----X

BID SECURING DECLARATION

Invitation to Bid: *Procurement for the Upgrading of Interrelated IT Network Infrastructure*

To: LBP Leasing and Finance Corporation
15th Floor Sycip Law Center, 105 Paseo de Roxas Street, Makati City

I/We⁵, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
 - (c) I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

[Insert NAME OF BIDDER'S AUTHORIZED

⁵ Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

REPRESENTATIVE]
[Insert Signatory's Legal Capacity]
Affiant

SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ___ at _____.

Witness my hand and seal this ___ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

Contract Agreement Form

JIMLYN I. ALMEÑE

LBP LEASING AND FINANCE CORPORATION, a corporation duly organized and existing under and by virtue of the laws of the Philippines, with principal office address at 15th Floor SyCip Law Center, No. 105 Paseo de Roxas, Makati City, represented herein by its EVP Officer-in-Charge, EDWARD JOHN T. REYES, duly authorized for the purpose under Board Resolution No. 21-090, evidenced by Secretary's Certificate dated _____ (attached herein as Annex A), hereinafter called the "ENTITY" of the one part.

- and -

Witness of Supplier

<name of winning bidder>, a corporation duly organized and existing under the laws of the Philippines, with principal business address at <registered office address of winning bidder>, represented herein by its <designation of authorized representative>, <name of authorized representative>, duly authorized for the purpose as evidenced by Secretary's Certificate dated _____ (attached herein as Annex B), hereinafter called the "SUPPLIER" of the other part.

ANTECEDENTS

Authorized Representative of Supplier

The chronology of events of the bidding process are as follows:

- 1) Pre-procurement conference
- 2) Posting of the Bidding Documents in the PhilGEPS website
- 3) Pre-bid conference
- 4) Payment of applicable fee for the Bidding Documents
- 5) Submission and Receipt of Bids
- 6) Evaluation and Ranking of Bids
- 7) Declaration of the Lowest Calculated Responsive Bid (LCRB)
- 8) Post-qualification of the LCRB
- 9) Issuance of Notice of Award to the LCRB
- 10) Preparation and Signing of the Contract Agreement Form
- 11) Submission of Prescribed Form of Performance Security
- 12) Issuance of the Notice to Proceed to the LCRB

EDWARD JOHN T. REYES

The Entity invited Bids for certain goods and ancillary services, viz., the **Procurement for the Upgrading of Interrelated IT Network Infrastructure** 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]* (hereinafter called "the Contract Price").

NOW, THEREFORE, the parties agree 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 shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Supplier's Bid, including the Technical and Financial Proposals, and all other documents/statements submitted (e.g. bidder's response to clarifications on the bid), including corrections to the bid resulting from the Procuring Entity's bid evaluation;
 - (b) the Schedule of Requirements;

- (c) the Technical Specifications;
 - (d) the General Conditions of Contract;
 - (e) the Special Conditions of Contract;
 - (f) the Performance Security; and
 - (g) the Entity's Notice of Award.
3. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.

5. **EXCLUSIVITY OF VENUE OF ACTIONS AND SETTLEMENT OF DISPUTES**

Should the Entity be constrained to resort to court action to protect its rights and interests, the Supplier shall pay the Entity attorney's fees equivalent to 20% of the total sum claimed in the complaint, plus litigation expenses after judgment is issued and has become final and executory. The attorney's fees shall in no case be less than ₱ 50,000.00. Venue of all court actions shall be laid exclusively in the proper courts of the City of Makati.

Any and all remaining disputes arising from the implementation of this contract shall be submitted for arbitration in the Philippines in accordance with R.A. 876, the Arbitration Law, and R.A. 9285, the Alternative Dispute Resolution Act of 2004.

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.

Signed, sealed, delivered:

Signed, sealed, delivered:

LBP LEASING AND FINANCE CORPORATION
By:

SUPPLIER
By:

EDWARD JOHN T. REYES
Officer-in-Charge

Authorized Representative

Signed in the presence of:

RAIZZA L. GONZALES

WITNESS

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
Makati City) S.S.

JIMLYN I. ALMENE

BEFORE ME, A Notary Public for and in the above stated locality, on this _____ day of _____, personally appeared:

NAME

TIN

LBP LEASING AND FINANCE CORPORATION
EDWARD JOHN T. REYES

000-164-275-000
139-604-137-000

Witness of Supplier

known to me and to me known to be the same person who executed the foregoing instrument and he acknowledged to me that the same is his free and voluntary act and deed and that of the corporation he represents.

This instrument refers to a Contract Agreement Form which consists of three (3) pages including the page wherein this Acknowledgment is written. This Acknowledgment forms an integral part of the said document.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on the date and at the place first-above-written.

Authorized Representative of Supplier

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 2021.

EDWARD JOHN T. REYES

For Goods Offered From Abroad

Name of Bidder _____, Invitation to Bid⁶ Number __, Page ____ of ____.

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

⁶ If ADB, JICA and WB funded projects, use IFB.

For Goods Offered From Within the Philippines

Name of Bidder _____, Invitation to Bid⁷ Number __, Page of ____.

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

⁷ If ADB, JICA and WB funded projects, use IFB.

List of all Ongoing Government & Private Contracts including contracts awarded but not yet started

Business Name : _____
 Business Address : _____

Name of Contract/ Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
<u>Government</u>								
<u>Private</u>								
						Total Cost		

Note: This statement shall be supported with:
 1 Purchase Order / Notice of Award and/or Contract
 2 Notice to Proceed issued by the owner

Submitted by : _____
 (Printed Name & Signature)
 Designation : _____
 Date : _____

