



REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Tanggapang Pampanguluhan sa Operasyong Pangkomunikasyon
Malacañang, Manila

BIDS AND AWARDS COMMITTEE

BAC RESOLUTION NO. 2020 - 0018

SUBJECT: RESOLUTION RECOMMENDING THE ADOPTION OF GUIDELINES FOR THE ELECTRONIC SUBMISSION OF BIDS IN ACCORDANCE WITH GPPB RESOLUTION 09-2020 (PROCUREMENT GUIDELINES ON ONLINE BIDDING)

DATE: 18 JUNE 2020

WHEREAS, on 16 March 2020, the President signed Proclamation No. 929 declaring a State of Calamity throughout the Philippines for a period of six (6) months or up to 12 September 2020, and further providing for the implementation of "Enhanced Community Quarantine (ECQ)" over the entire Luzon;

WHEREAS, a Memorandum from the Executive Secretary dated 16 March 2020 with the subject "Further guidelines for the management of the Coronavirus disease 2019" implemented among others, work from home arrangement for the Executive Branch and the suspension of mass public transport services and other businesses that do not render critical services;

WHEREAS, given the exceptional circumstances brought about by the COVID-19 pandemic, particularly the ECQ and the suspension of mass public transport services, the procurement activities set by this Committee were indefinitely suspended;

WHEREAS, on 15 May 2020 the Government Procurement Policy Board (GPPB) published Resolution No. 09-2020 entitled "**Approving Measures For The Efficient Conduct Of Procurement Activities During A State Of Calamity Or Implementation Of Community Quarantine Or Similar Restrictions**" which confirms, adopt, and approve measures, as recommended by the GPPB-TSO, for the efficient conduct of all procurement activities, regardless of procurement modality, during the State of Calamity;

WHEREAS, in the aforementioned resolution, the GPPB allowed the (i) submission of procurement related documents, except for the submission and receipt of bids, through electronic mail or facsimile subject to the submission of the printed copies as soon as practicable, as determined by the Bids and Awards Committee (BAC); and (ii) use of other forms of digital or electronic signature in all procurement related documents. For this purpose, Procuring Entities shall establish their **respective internal rules** to ensure the security, integrity and authenticity of the documents electronically submitted and the use of digital or electronic signature.

WHEREAS, this Committee and its Secretariat are duly equipped to conduct the procurement process through video tele-conferencing and/or online communications of similar nature and to conduct the bidding thru online means;

NOW, THEREFORE, for and in consideration of the foregoing, this Committee RESOLVES, as it is HEREBY RESOLVED, to recommend to the Head of Procuring Entity (the “HoPE”) the adoption of the following guidelines on electronic submission of bids:

I. ADVERTISEMENT/POSTING OF INVITATION TO BID:

For Prospective Bidders or Suppliers:

For pending procurement activities, the Secretariat will prepare a Bid Bulletin for approval of the BAC and for issuance to the suppliers to inform them of the following:

- a. Resumption of procurement activities through electronic means in accordance with GPPB Resolution No. 09-2020;
- b. The requirement of pre-registration via Google Forms for those interested to join the PCOO procurement activities such as the pre-bid conference and the submission of bids.
- c. Other relevant details such as the manner and procedure for pre-registration.

The Secretariat shall post the Bid Bulletin on the 1) PhilGEPS Website, 2) PCOO Website and 3) PCOO Bulletin board.

II. NOTICES

GPPB Resolution No. 09-2020, dated 7 May 2020

Approving measures for the efficient conduct of Procurement Activities during a state of calamity, or implementation of Community Quarantine or similar restrictions

Republic Act no. 9184

Guidelines for Emergency Procurement under Republic Act No. 11469 or the Bayanihan to Heal as One Act dated 6 April 2020.

For BAC members/Observers/End-users:

The Secretariat will send notices to the BAC Members and End-user representative via the official e-mail of the Secretariat. The Secretariat will send Notice to Observers via the official e-mail of the Secretariat at least five (5) Calendar days before the date of the scheduled procurement activity. This is required, otherwise, the proceeding shall be considered null and void. ¹

III. PROCEDURE IN THE PRE-REGISTRATION OF SUPPLIERS:

1. Interested suppliers must register through **Google Forms** at least three (3) calendar days before the date of the pre-bid conference by disclosing the following information:
 - a) Name of the Company
 - b) e-mail address
 - c) title of the procurement project
 - d) name of owner/ representative²
 - e) PhilGEPs registered office/company address
 - f) landline and mobile number/s
 - g) authority to represent the company (special power of attorney [SPA] or secretary's certificate)
2. Once registration is complete and filled in, the Secretariat will send an acknowledgement of receipt and an invitation to join Google Meet on the email address provided by the prospective bidder indicating the date and time of the pre-bid conference. The pre-registration is required for the Secretariat to monitor the persons allowed to enter in the video teleconference and for records purposes.

Only those-suppliers duly registered shall be allowed to attend. In case there will be more than one (1) representative for each prospective bidder, each representative shall fill out the pre-registration form.
3. The Secretariat shall also provide the Bidder's kit to the prospective bidders to inform them of the house rules to be observed and the step-to-step process during the online bidding.

IV. PRE-BID CONFERENCE PROPER:

¹ Section 13.3, Rule V of the 2016 IRR of RA 9184

² the company representative must submit a scanned copy of SPA or Secretary's Certificate

1. The BAC, with the assistance of the Secretariat, shall conduct the pre-bid conference through video conferencing using **Google Meet**.
2. The Secretariat will be the sole administrator in Google Meet and only the appointed person from the Secretariat can allow the entry of the participants in the pre-bid conference and in the subsequent bidding activities. The video conference via Google Meet will be recorded and minutes of the meeting will also be prepared.
3. Decisions of the BAC amending any provision of the Bidding Documents shall be issued in writing through a Supplemental/Bid Bulletin posted at least seven (7) CD before the bid opening and e-mailed to all suppliers who registered for the pre-bid conference.
(Section 22.4 of the RIRR of 2016)

V. PROCEDURE FOR THE DEADLINE FOR SUBMISSION OF BIDS, OPENING AND EVALUATION OF BIDS:

Per **GPPB Resolution 09-2020**, the GPPB-TSO, for the efficient conduct of all procurement activities, *regardless of procurement modality*, during a nationally or locally declared State of Calamity:

“ENJOIN PEs to maximize the use of existing rules under RA No. 9184, its IRR and related issuances on the conduct of procurement activities, particularly those meant to streamline, simplify and expedite the conduct of procurement and address the challenges and disruptions brought by calamities and crisis such as the COVID-19 pandemic, such as **use of videoconferencing, webcasting and similar technology in the conduct of any of the meetings and determination of quorum by the BAC¹⁵ and use of digital signatures in procurement related documents;**¹⁶

In order to complement these, **ALLOW** the (i) submission of procurement related documents, except for the submission and receipt of bids, **through electronic mail or facsimile subject to the submission of the printed copies as soon as practicable, as determined by the Bids and Awards Committee (BAC); and (ii) use of other forms of digital or electronic signature in all procurement related documents.** For this purpose, PEs shall establish their respective internal rules to ensure the security, integrity and authenticity of the documents electronically submitted and the use of digital or electronic signature.”

In light of the unavailability of the online bidding facility under the modernized Philippine Government Electronic Procurement System (PhilGEPS), **AUTHORIZED** the online or electronic submission and receipt of bids for procurement modalities where **a two-envelope procedure or sealed price quotation is required.** The BAC shall decide whether to allow the online or electronic submission and receipt of bids based on the PE’s procurement needs and capabilities.

GPPB Resolution No. 09-2020, dated 7 May 2020

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Bid submission shall be done through any electronic means available to the PEs, provided that the same:

- a. uses a **two-factor security procedure consisting of an archive format compression and password protection to ensure the security, integrity and confidentiality of the bids submitted;**
- b. allows access to a **password-protected Bidding Documents on opening date and time.** The passwords for accessing the file will be disclosed by the Bidders only during the actual bid opening which may be done in person or face-to-face through videoconferencing, webcasting or similar technology; and
- c. capable of **generating an audit trail of transactions** to ensure the security, integrity and authenticity of bid submissions.

For this purpose, the highest official managing the Information Technology- EDP shall issue a Certification describing the electronic system or procedure to be used by the PE for the electronic submission and receipt of bids and a statement that the same is compliant with the foregoing requirements.”

[Boldface supplied]

As such:

- 1) All prospective bidders are enjoined to submit the financial and eligibility requirements in password protected PDF files via the Secretariat's official email address. The bidder will send in a single email two compressed folders (in .ZIP file format) which shall both be password protected. One zip folder shall contain the scanned original copy of the **Legal and Technical Requirements** in a password protected PDF file. Both ZIP folder and PDF file shall be assigned the file name “**PCOO Bidding No.____; (Name of Bidder); Legal and Technical Documents**”. The second zip folder shall contain the scanned original copy of the **Financial Requirements** in password protected PDF. Both ZIP folder and PDF file shall be assigned the file name “**PCOO Bidding No.____; (Name of Bidder); Financial Documents**”. The four (4) passwords shall be unique for both folders and files, respectively.
- 2) Upon receipt before the deadline of the email containing the two (2) compressed folders, the BAC Secretariat shall send an email of acknowledgement receipt and shall generate a Bid receipt page/document which can be saved or printed by the bidder, as proof of the official time of receipt of bids; Late Bids shall not be accepted and shall no longer be included in the opening of bids.

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- 3) The Secretariat shall download the files in a PCOO issued computer/laptop device so that the audit trail shall be preserved. The Secretariat Head shall designate the official representative of the Secretariat (as administrator) and an alternate who are the only personnel allowed to access the said password protected files for safekeeping and record purposes.
- 4) Should a prospective bidder choose to modify the submitted bid, the following rules shall apply:

“Bidders shall send another Bid equally secured, properly identified, and labelled as a **“modification”** of the one previously submitted. The time indicated in the latest Bid receipt page generated shall be the official time of submission. Bids submitted after the deadline shall not be accepted.” **(GPPB Resolution 09-2020)**

Section 26, R.A 9184 (Revised):

“For online or electronic bid submission, where a bidder modifies its Bid, it **shall not be allowed to retrieve its original Bid**, but shall only be allowed to **send another Bid equally secured and properly identified.** **(GPPB Resolution 09-2020)**

In the case of electronic submission, to be labelled as a **“modification,”** of the one previously submitted. The time indicated in **the latest Bid receipt page generated shall be the official time of submission.** Bids submitted after the deadline shall not be accepted.”

[Boldface supplied.]

- 5) In case of modification of bids, the bidder shall use the following file names for the folders and files:
- A. **“PCOO Bidding No.____; (Name of Bidder); Legal and Technical Documents – Modification”**
- B. **“PCOO Bidding No.____; (Name of Bidder); Financial Documents-Modification”**

The Secretariat shall record the last document submitted by the prospective bidder as the official document for the opening of bids, provided it is submitted on or before the deadline.

VI. BID OPENING PROCESS:

Sec. 29, R.A, 9184:

GPPB Resolution No. 09-2020, dated 7 May 2020

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The BAC shall open the bids immediately after the deadline for the submission and receipt of bids. The time, date, and place of the opening of bids shall be specified in the Bidding Documents.

GPPB Resolution No. 09-2020:

For electronic bid submission, the passwords for accessing the Bidding Documents will be disclosed by the Bidders **only during the actual bid opening which may be done in person or face-to-face videoconferencing, webcasting or similar technology.**

[Boldface supplied.]

The BAC, with the assistance of the Secretariat and Technical Working Group ("TWG"), shall conduct the bid opening via Google Meet. Bidders are encouraged to attend the bid opening online. The passwords for the folders and the files shall be disclosed by the bidders only during the bid opening.

For bidders who are present, the Secretariat will ask the bidder in the chat box of the Google Meet video conferencing room for the corresponding password during the bid opening itself. The official representative of the bidder shall respond promptly in the same chat box with the passwords when prompted.

If a bidder is unable to attend the bid opening and his bid is about to be opened, the Secretariat will ask for the passwords via text message to the official representative of the bidder who shall respond promptly with the password. Bidders are given a minimum of five (5) minutes to respond with the password. If the bidder does not respond with the password within five (5) minutes from prompting, the BAC shall move on to the next bid, if any. If there are no other bids to be considered, the Secretariat shall ask again via text message for the password and the BAC shall give the bidder at least another five (5) minutes to respond. If the bidder does not respond within the allotted time, his bid will longer be considered.

The bidder shall first disclose the password for the first password-protected compressed folder containing the eligibility documents and the Secretariat shall extract the eligibility documents therein. The Secretariat shall upload the said extracted file to Google Drive and share by email an online link to such file to all BAC, Secretariat and TWG Members. After sharing such link, the Secretariat will ask the bidder for the password to the eligibility documents in the same procedure described above.

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If the bidder is considered **passed** on his eligibility requirements, together with any other bidders who are considered passed on their eligibility requirements, his second password-protected compressed folder containing his financial documents and the files contained therein shall be opened and shared in the same manner as the passwords of the eligibility documents as described above. In no case will a bidder disclose the passwords for his financial folder and files prior to being declared eligible based on the evaluation of his eligibility documents.

The bidders are given only three attempts to disclose their password per compressed folder and PDF file to open the documents. Should the bidder fail to provide the correct password after the third attempt, their bid will no longer be considered. The Secretariat shall take and print a screenshot of such inquiries and responses to form part of the records and all incidents should be recorded in the minutes.

VII. BID EVALUATION:

1. Only eligible bids shall be evaluated.
2. In consideration of the limited access to financial institutions, regulatory and other offices, as well as the implementation of government restrictions on transport and travel, the following alternate documentary requirements shall be acceptable for procurement activities:

2.1 Unnotarized Bid Securing Declaration;

2.2 Expired Business or Mayor's permit with Official Receipt of renewal application, subject to submission of Business or Mayor's permit after award of contract but before payment;

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2.3 Unnotarized Omnibus Sworn Statement subject to compliance therewith after award of contract but before payment; and

2.4 Performance Securing Declaration (PSD) in lieu of a performance security to guarantee the winning bidder's faithful performance of obligations under the contract, subject to the following:

2.4.1. Similar to the PSD used in Framework Agreement, such declaration shall state, among others, that the winning bidder shall be blacklisted from being qualified to participate in any government procurement activity for one (1) year, in case of first offense or two (2) years, if with prior similar offense, in the event it

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violates any of the conditions stated in the contract. A copy of the PSD form is attached hereto as Annex "A";

2.4.2. An unnotarized PSD may be accepted, subject to submission of a notarized PSD before payment, unless the same is replaced with a performance security in the prescribed form, as stated below; and

2.4.3. The end-user may require the winning bidder to replace the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 upon lifting of the State of Calamity, or community quarantine or similar restrictions, as the case may be.

2.4.4. The BAC shall determine or validate the existence of the State of Calamity, or implementation of community quarantine or similar restrictions and may require the submission of documentary proof for this purpose."

3. The BAC Secretariat shall record the proceedings and prepare the minutes of the meeting in the conduct of the opening and evaluation of bids.

VIII. POST-QUALIFICATION:

1. The TWG shall conduct post-qualification measures based on the documents submitted by the bidders. Only those with complete and sufficient requirements shall be considered for purposes of awarding the contract.

The TWG, as it may deem necessary, require the manual submission of the documents submitted by the bidders for proper identification and evaluation.

RESOLVED, FINALLY that on the basis of the foregoing, the BAC-I **RECOMMENDS** to the HoPE to adopt the foregoing guidelines on the electronic submission of bids in accordance with the GPPB Resolution 09-2020.

RESOLVED, in Malacañang, Manila, on 18 June 2020.

Usec. MARVIN R. GATPAYAT
Chairperson

Usec. FEDUCIA MIA M. REYES-LUCAS

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Alternate Chairperson

(ORIGINAL SIGNED)

Asec. OMAR V. ROMERO
Vice-Chairperson
(ORIGINAL SIGNED)

Asec. ANA MARIA PAZ B. RAFAEL
Member

(ORIGINAL SIGNED)

Dir. EUGENE A. EARLE JR.
Member

(ORIGINAL SIGNED)

JOSE L. ORGIMEN JR.
Member

(ORIGINAL SIGNED)

Atty. MARK WAYNE E. EUBANK
Alternate Vice-Chairperson
(ORIGINAL SIGNED)

Atty. TARA TRIZTINA C. RAMA
Alternate Member

(ORIGINAL SIGNED)

MA. ALMA A. FRANCISCO
Alternate Member

MARY KRIS V. CAMUA
Alternate Member

☐ Approved

☐ Disapproved, based on the following valid, reasonable, and justifiable ground/s³:

(ORIGINAL SIGNED)

Asec. RYAN L. UY
*Authorized Representative of the
Head of the Procuring Entity*

³ **Section 41 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.**

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REPUBLIC OF THE PHILIPPINES
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Guidelines on the Purchase of Bidding Documents

Pursuant to a Memorandum dated 14 August 2020 issued by the Presidential Security Group (Task Force) on the Mandatory RT-PCR Test for All Civilian Workers/Employees, "All personnel inside Malacañang Complex including all dependents, tenants or civilian workers must undergo RT-PCR test to detect all those infected with COVID 19", Suppliers are hereby advised of the following guidelines on the purchase of bidding documents:

- I. Suppliers may purchase the bidding documents from the start of the advertisement of the project until before the deadline for the submission of bids from 9:00 AM to 3:00 PM, Mondays to Fridays only (excluding holidays).
- II. Suppliers will have to present a PCR or swab test with a **NEGATIVE** result for Covid-19 in order to be allowed entry by the PSG into the Malacañang Complex, and consequently the New Executive Building, in order to purchase the bidding documents;
- III. A body temperature check at the gate shall also be conducted by the PSG and the supplier is required to wear face mask and face shield inside the premises at all times;
- IV. Suppliers who are not able to present a PCR or swab test with a negative result for Covid-19, may make prior arrangements with Ms. Mercelita H. Tambis or her representative from the PCOO's Cash Section at 0917-1744509 or cashsection@pco.gov.ph and purchase the bidding documents at the Gate 2 entrance, Malacañang Complex;
- V. Suppliers must notify the Cash Personnel ahead of time should he intend to purchase the bidding documents and before going to the Malacañang Complex. This is to ensure that the designated Cash Personnel is on stand-by at Gate 2 during the official business hours;
- VI. The Bidder shall accomplish the Bid Purchase Form (as attached hereto) and shall be required to submit the form and pay the applicable fee as provided in the Invitation to Bid. The Cash Personnel will issue an Official Receipt after payment.
- VII. The Official Receipt shall be included as an attachment in the *Eligibility Documents (First Envelope)* and shall be presented during the Opening and Evaluation of Bids as proof of payment for the bidding documents.



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Bid Purchase Form

Procurement Project and Contract Number	
Company Name	
Company Address	
Representative	
Designation of the Representative	
Phone Number	
Email Address	
Bid Price	

**Please include this purchase form on the legal and technical documents to be submitted to the BAC along with the official receipt.*

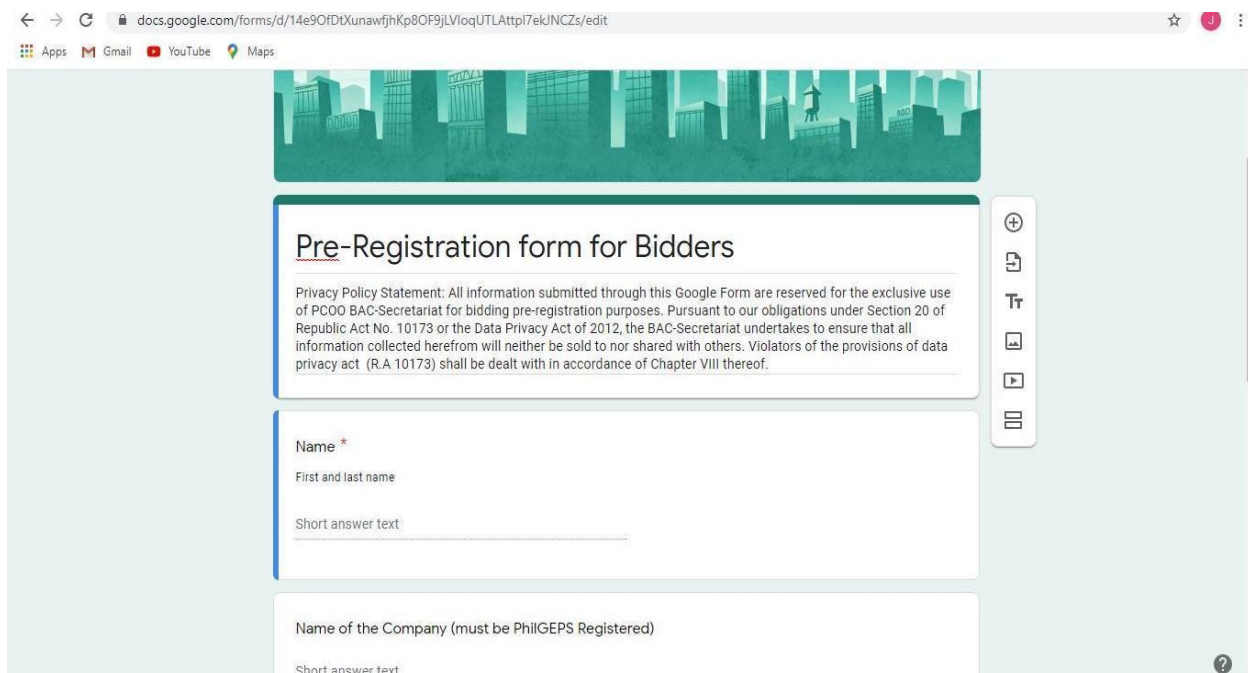
BIDDER'S KIT FOR PCOO PROCUREMENT GUIDELINES IN ADOPTING ELECTRONIC SUBMISSION OF BIDS

(GPPB Resolution no. 09-2020)

I. Pre-Bid Conference

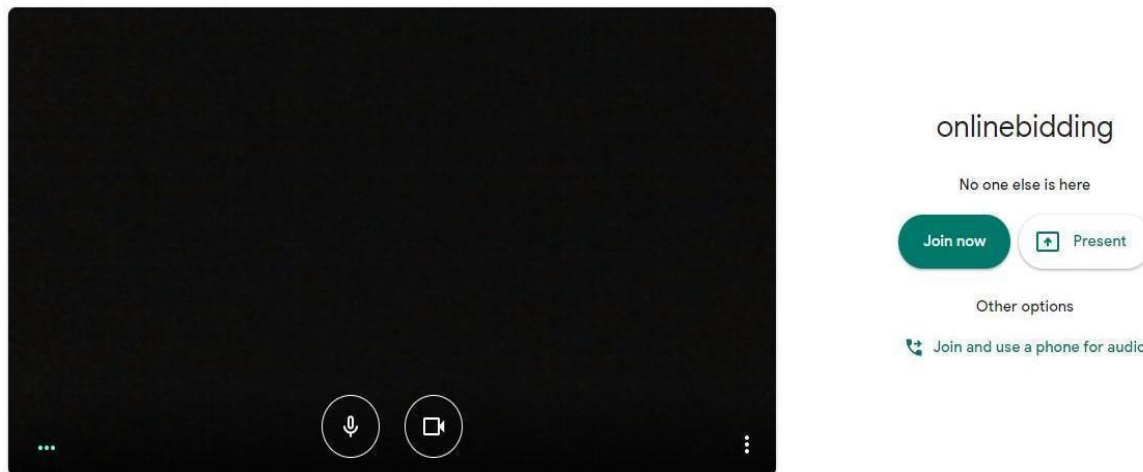
Step 1: Register by completing the information required in the Google forms which can be accessed here: https://docs.google.com/forms/d/14e9OfDtXunawfjhKp8OF9jLVloqUTLAttpI7ekJNCZs/viewform?edit_requested=true

Once completed, submit the form to the Secretariat and wait for an acknowledgement by e-mail.



The screenshot shows a web browser displaying a Google Form titled "Pre-Registration form for Bidders". The browser's address bar shows the URL: docs.google.com/forms/d/14e9OfDtXunawfjhKp8OF9jLVloqUTLAttpI7ekJNCZs/edit. The form has a teal header with a city skyline illustration. Below the header, there is a "Privacy Policy Statement" section. The form contains two text input fields: "Name *" (with a sub-label "First and last name") and "Name of the Company (must be PhilGEPS Registered)". Both fields are currently empty. A vertical toolbar on the right side of the form contains icons for adding, deleting, and other editing functions. A small question mark icon is visible in the bottom right corner of the form area.

Step 2: Join the scheduled Pre-Bid Conference by clicking the link provided by the Secretariat through e-mail to enter the Google Meet by clicking **“Join Now”**. Please make sure that you allow access to the microphone and the camera.



Step 3: Kindly wait for the Secretariat to confirm your entry in the Google Meets to participate in the pre-bid conference.

Step 4: See file attached as "Annex A" for the House Rules to be observed during the conduct of procurement activities.

II. Submission of Bids

Step 1: Scan the original copy of the **Legal and Technical Requirements** and save as a PDF assigned with the file name “**PCOO Bidding No.____; (Name of Bidder); Legal and Technical Documents**”. Place/set a password on the PDF file. Save the password-protected PDF file to a ZIP file. Place/set another password on the ZIP file.

Step 2: Scan the original copy of the **Financial Requirements** and save as a PDF assigned with the file name “**PCOO Bidding No.____; (Name of Bidder); Financial Documents**”. Place/set a password on the PDF file. Save the password-protected PDF file to a ZIP file. Place/set another password on the ZIP file.

Important: Passwords shall bear a unique combination for each file and folder. Same passwords for all files are not allowed. Thus, there shall be **four (4) sets of passwords with unique combination**. For details on how to save files in PDF format and to place passwords please see file attached as “Annex B”.

Step 3: Submit your bids via e-mail to (bacl@pco.gov.ph) on or before the deadline for bid submission.

Step 4: After submission, wait for the acknowledgement by the BAC Secretariat of the a) receipt of the compressed file (ZIP file) containing the bids b) proof of

the date and time of receipt of the bid to ensure submission prior to the deadline and c) the invitation with the access link to the video conference of the bid opening with date and time thereof.

Important: In case of any modification of bids, the original bid submitted shall not be retrieved but a modified bid shall be submitted to the Secretariat provided that it is equally secured by passwords, properly identified and submitted on or before the deadline. The bidder shall use the following file names for the folders and files:

- A. **“PCOO Bidding No.____; (Name of Bidder); Legal and Technical Documents – Modification”**
- B. **“PCOO Bidding No.____; (Name of Bidder); Financial Documents-Modification”**

Important: LATE Bids or those bids submitted after the deadline will **NOT** be considered in the bid opening.

III. Opening and Evaluation of Bids

Step 1: Open e-mail and access the link provided by the Secretariat to enter the Google Meet by clicking **“Join Now”**. Make sure that you allow access to the microphone and the camera. Wait for confirmation from the Secretariat to enter the meeting room.

Step 2: When prompted, disclose in the chat box the password to the first password protected ZIP folder. Wait for the Secretariat to upload the extracted file to Google drive. Afterwards, the Secretariat will prompt you to disclose the password for the PDF document containing the Legal and Technical requirements. If you are present, the Secretariat will ask in the chat box of the Google Meet video conferencing room for the corresponding passwords during the bid opening itself.

If you are not present in the online meeting in Google Meet, the Secretariat will send you an inquiry for such passwords via text message to your registered mobile number. You are given a minimum of five (5) minutes to respond. Should you not respond with the password when prompted, the BAC shall move on to the next bid, if any. If there are no other bids to be considered, the Secretariat shall ask again via text message for the password and you are given another five (5) minutes to respond. Should you fail to respond within the allotted time, your submitted bid will longer be considered.

Under no circumstances should you disclose such passwords BEFORE the scheduled bid opening.

Step 3: Should the Legal and Technical requirements be declared as "**PASSED**", you will be prompted to disclose the password for the second password protected ZIP folder, and subsequently the password for the PDF document containing the financial requirements in the same manner as the passwords of the eligibility documents as described above. You must respond promptly.

Under no circumstances should you disclose such passwords prior to being declared eligible based on the evaluation of his eligibility documents.

Important: Only **three attempts** are given to disclose your password per ZIP folder and PDF file to open the documents. Should you fail to provide the correct password after the third attempt, the submitted bids shall **NOT** be accepted during the bid opening

* For inquiries and other concerns, you may reach the BAC Secretariat through this email address: **bac.secretariat@pco.gov.ph** or mobile number at: **09352481213**.

Stay safe and warm regards!

BAC Secretariat

PRESIDENTIAL COMMUNICATIONS

OPERATIONS OFFICE


ANNEX "A"

Basic House Rules to be observed during BAC Meetings

1. Kindly place your microphone on mute when not speaking.
2. Please raise your hand, and wait to be recognized before you speak (remember to toggle off mute).
3. Turn on video for confirmation of your identity.
4. Meetings will start on time. You are advised to enter the VTC room 30 minutes to resolve technical issues, if any.

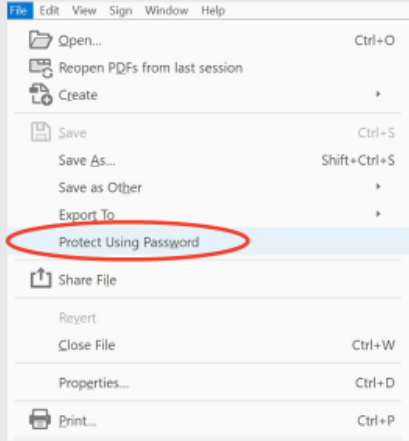
ANNEX “B”

SECURING YOUR FILE




How to Add Password in PDF File


1. Open the PDF file
2. Click the file and choose **“protect using password.”**




How to Add Password in PDF File



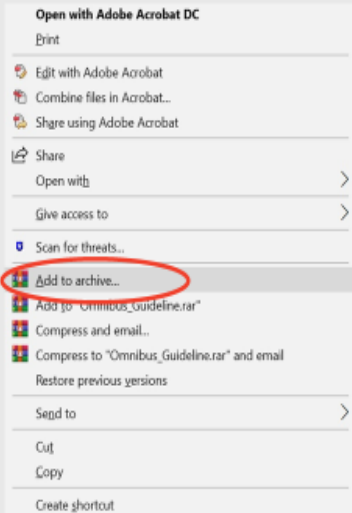
3. In the protect using password dialog box, type your **password twice** and choose **"apply"** at the lower right side of the dialog box.



How to Add Password in ZIP File



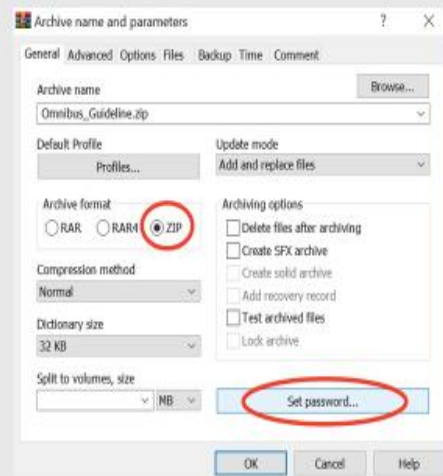
1. Right click the file.
2. Choose **"add to archive."**





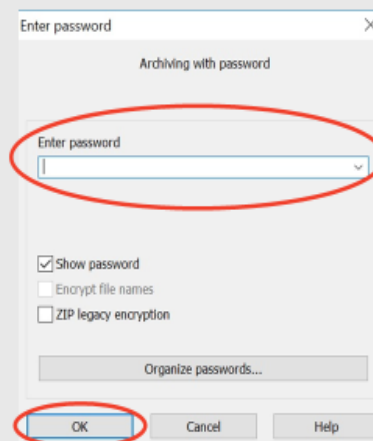
How to Add Password in ZIP File

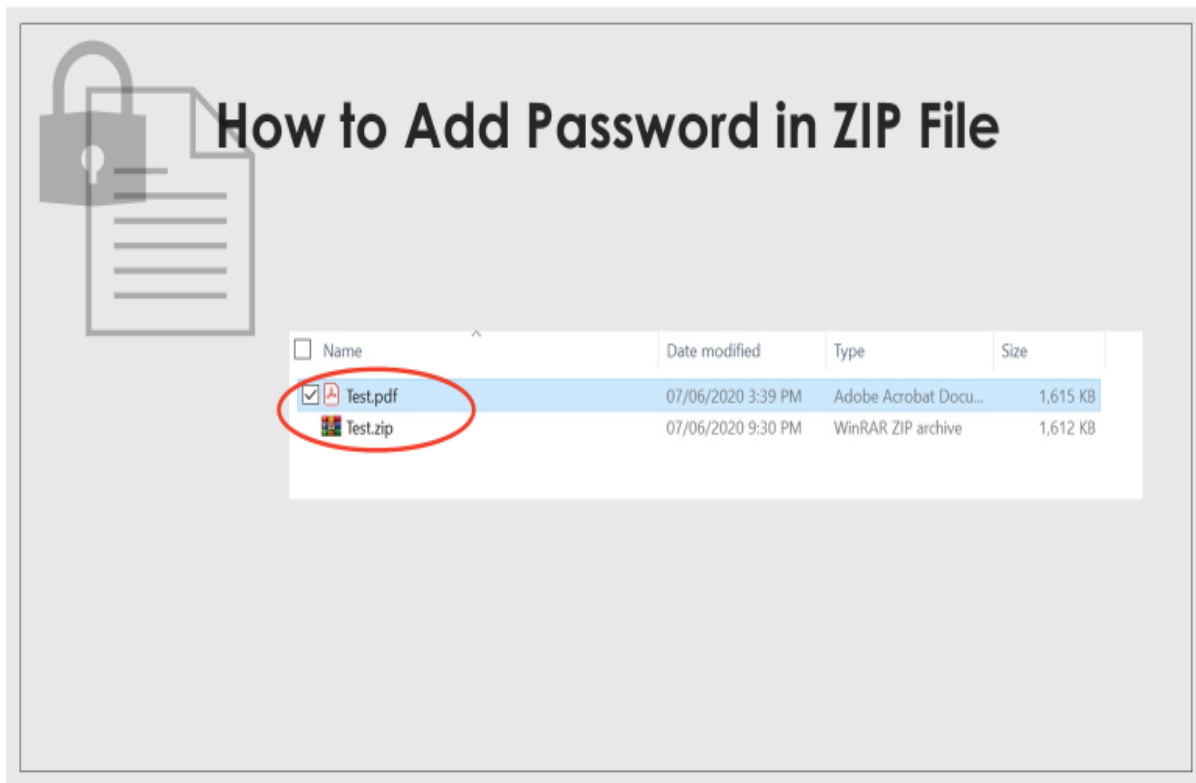
3. In the Archive name and parameters dialog box, choose **"radio button ZIP"** and click **"set password."**



How to Add Password in ZIP File

4. Type your **password** and choose **ok**.



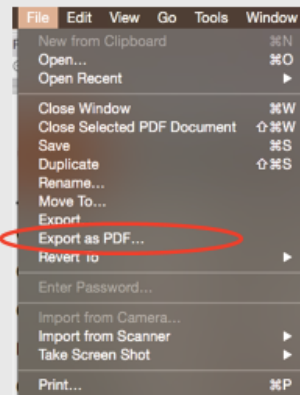



SECURING YOUR FILE (MAC)



How to Add Password in PDF File

1. Open the PDF file using Preview
2. Click file and choose **"Export as PDF"**

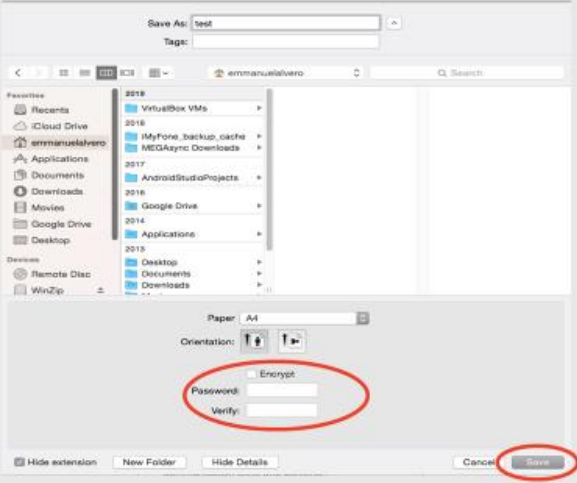





How to Add Password in PDF File

3. Click **"Show Details"**

4. Click **"Encrypt"** enter password in the dialog box and click **"Save"**



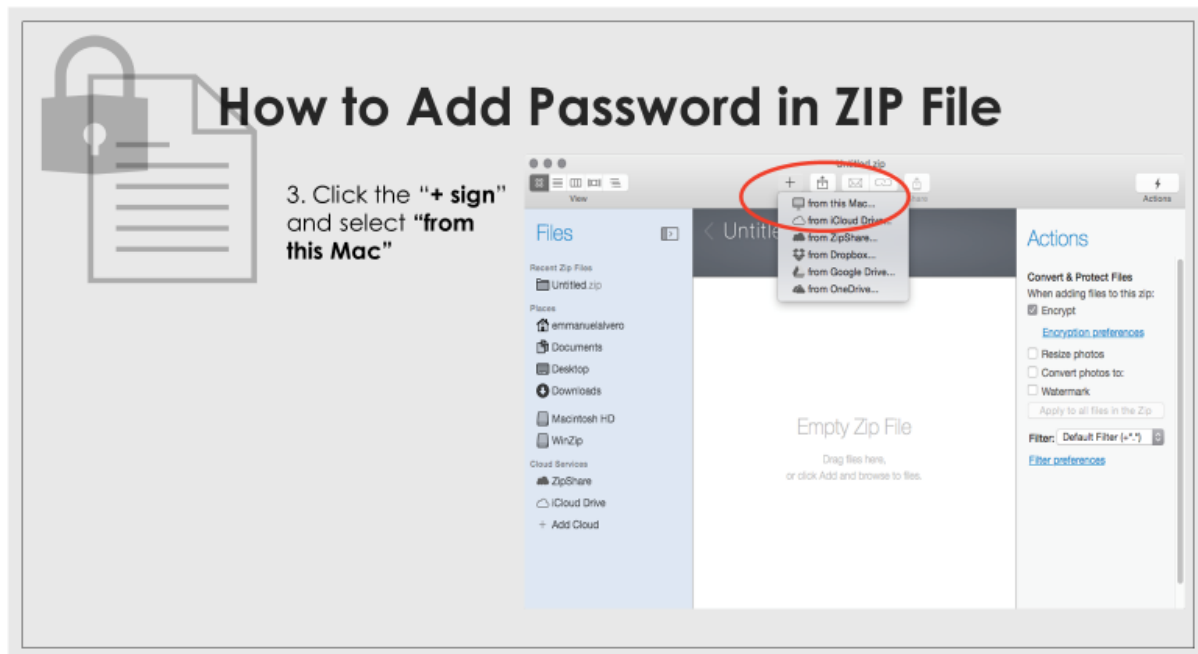


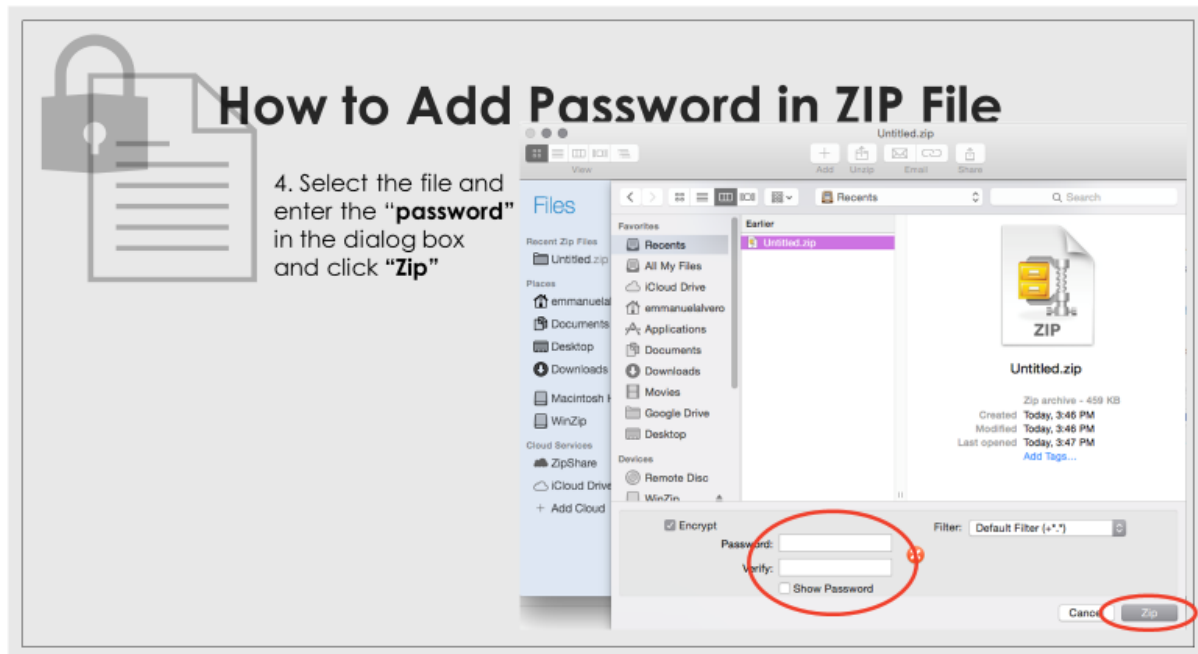
How to Add Password in ZIP File

1. Open **"WinZip"**

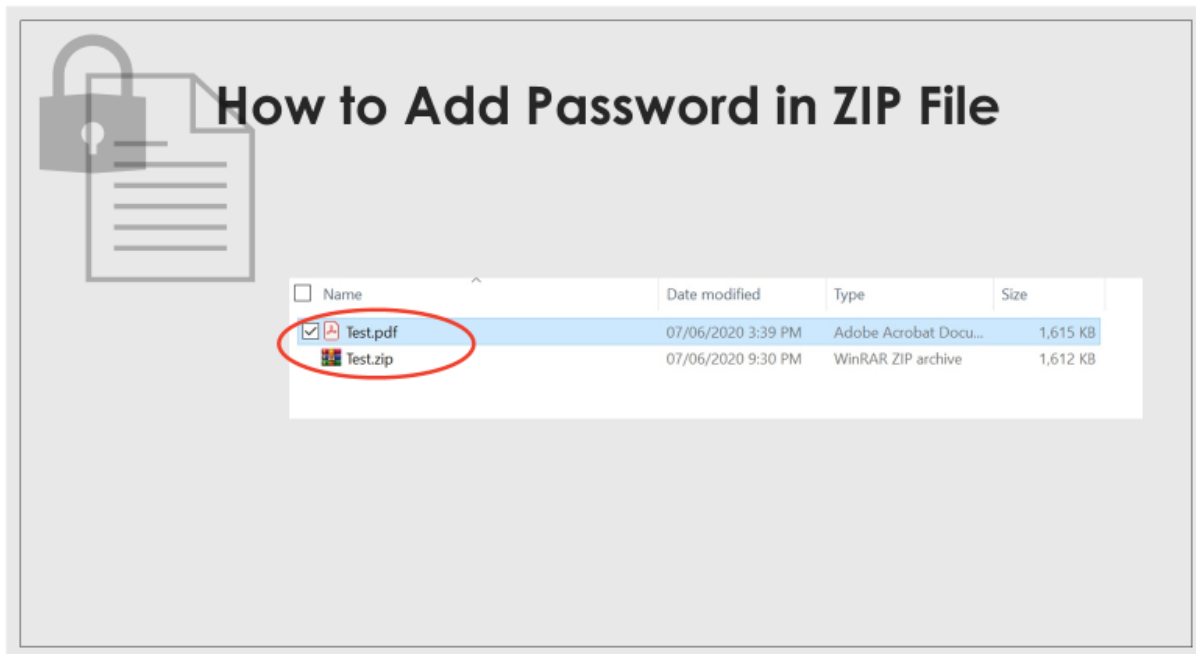
2. Click the **"Checkbox"** beside **"Encrypt"**











ANNEX “B”

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

X-----X

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year if in case it is my first offense, or two (2) years if I have a prior similar offense upon receipt of your Blacklisting Order if I/we have violated my/our obligations under the Contract.
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
 - i. Procuring Entity has no claims filed against the contract awardee;
 - ii. It has no claims for labor and materials filed against the contractor; and
 - iii. Other terms of the contract; or
 - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 IRR of RA No. 9184 as required by the end-user.

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 REPRESENTATIVE]

[Insert signatory’s legal capacity]

Affiant

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines.

[Select one of the two following paragraphs and delete the other]

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 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 ____.

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **Presidential Communications Operations Office (PCOO)** wishes to receive Bids for the **Procurement of Supply and Delivery of IT Equipment and Software Applications**, with identification number **PCOO-2020-1-004**.

The Procurement Project (referred to herein as “Project”) is composed of **Two (2) lots**, 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 **2020** in the total amount of **THREE MILLION NINE HUNDRED NINE THOUSAND TWO HUNDRED FORTY-FIVE PESOS and FIFTY CENTAVOS (Php 3,909,245.50)**.

2.2. The source of funding is the **GENERAL APPROPRIATIONS ACT of 2020**.

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 **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 Procuring Entity has prescribed that **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 **through videoconferencing** 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 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 Declaration 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 **March 9, 2021**. 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.

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 through **online submission** 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. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as **One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.**
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the

ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

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

21. Signing of the Contract

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