



Republic of the Philippines
Department of Health
Metro Manila Center for Health Development
VALENZUELA MEDICAL CENTER



MINUTES OF THE PRE-BID CONFERENCE

PB No. 2024 - 026

Re-bid of Internet Service Provider (ISP) for CY 2024
January 25, 2024 @ 2:00 PM

The following were present during the conference and video conference:

BIDS & AWARDS COMMITTEE:

Ms. Shirlene V. Vianzon – Chairperson
Mr. Edsel S. Martin – Vice Chairperson
Dr. Gene Rose B. Burgos - BAC Member/via zoom
Ms. Cherryl Ann L. Toyocan – BAC Member
Mr. Billy T. Lucena - Provisional Member
Engr. Gerardo S. Lingat – Provisional Member

BAC SECRETARIAT:

Ms. Ligaya Ubalde – Head, BAC Secretariat
Mr. Rannier John Fajardo
Ms. Kristine Joy Manuel
Ms. Angelita Dayego
Ms. Aileen Pacheco
Ms. Maiko Janzel Dizon – In Charge
Mr. Lester John Jake Divino

OBSERVER/TWG-END-USER:

Mr. Renato M. Acordo – TWG-IMISS
Mr. Edmer Moriente – TWG-IMISS
Ms. Rufina Vadil – Observer, Budget Section
Ms. Ruby S. Gurrea- Observer, Chief Nurse/via zoom
Mr. Edilberto V. Cavaynero- Observer, OIC CMPS/via zoom
Ms. Catherine Sofia- Observer, OIC MMS

Ms. Almira G. Satumba – OIC – FMO
Engr. Zoraida S. Cuadra – OIC - Observer – EFMS
Mr. Raymund Joe B. Macuana-Observer-Accountant
Mr. Roderick R. Balagtas –Observer – Proc. Section

PARTICIPANTS / PROSPECTIVE BIDDERS:

1. Donnie Estoque
2. Jhoana Medina
3. Mariz Juan
4. Jasmin Kyle Alpas
5. Michael Salopesa
6. Jerome Gallaron

Source Telecommunications Inc.
Suniway
Converge ICT Solutions Inc
I one Resources
Innove
Limitless Tech Solutions Inc.

The conference started at 10:00am and was presided by Ms. Shirlene V. Vianzon, Chairperson of Bids & Awards Committee (BAC), held at the BAC Office, Valenzuela Medical Center, Padrigal St., Karuhatan, Valenzuela City. She acknowledged the presence of all representatives of each prospective bidder, the members of the BAC Committee, BAC Secretariat, TWG Members as well as the invited observers. She reminded everyone that the Committee strictly adheres to Republic Act No. 9184 or the Government Procurement Act and the Standard Public Bidding Documents.

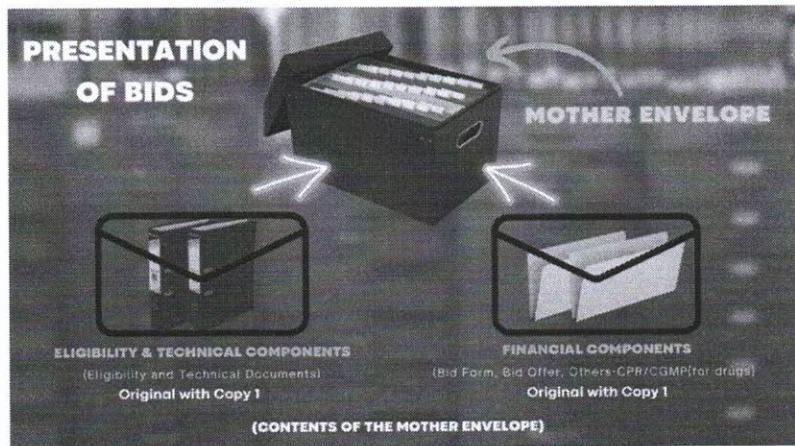
BUSINESS MATTERS:

- In accomplishing the Technical Specifications and Schedule of Requirements, state only the item that will be bid.
- Bid Security will be forfeited if withdrawn during the validity period.
- Notice of Award will be faxed to winning bidders. The following day will be counted as 1st day of receipt.
- CTC of documents by the bidder itself are acceptable provided that the bidder will submit the Omnibus Sworn Statement. (Note: State CTC based on original, photocopy, etc.)
- Any document or certification issued outside Philippines should be accompanied by the official red ribbon (authentication) by the Philippine Consular Office/Embassy where the subject document or certification is issued.

- Modification of Bid is strictly prohibited. The description stated in the bid offer will be followed and cannot be amended

PRESENTATION OF BIDS:

- Bidders shall submit their bids through their duly authorized representatives using the forms specified in the Bidding Documents in two (2) separate sealed envelopes, which shall be submitted



simultaneously.

- Bidders shall enclose the "Original" and "Copy 1" of their Eligibility and Technical Documents in a separate envelope marked ELIGIBILITY and TECHNICAL COMPONENTS. The "Original" and "Copy 1" of their Financial Documents (Bid Form, Bid Offer & others) shall be enclosed in a separate envelope marked FINANCIAL COMPONENTS.
- These 2 envelopes shall be enclosed in any sealed Box (preferably Data File Box) with cover.
- No color preference for the Folders and Boxes.
- All documents to be submitted as part of the Bid should be arranged in chronological order based in the Checklist provided by the BAC. Further, all bid proposals should be ring bound and tabulated in words. Failure to follow instructions will mean disqualification.

Documents Comprising the Bid: Eligibility and Technical Components – 1st Envelope

(A) Eligibility Documents

Class "A" Documents:

- (i)
 - a. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;
- (ii)
 - b. Statement of the prospective bidder of ALL its on-going 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;
 - c. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the last three (3) years as provided in the Bidding Documents;
 - d. Original copy of Bid Security. If in the form of a surety Bond, submit also a certification issued by the Insurance Commission or Original copy of Notarized Bid Securing Declaration
 - e. Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; and
 - f. Original duly signed Omnibus Sworn Statement (OSS);
Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

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

Class "B" Documents

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

➤ FINANCIAL COMPONENT ENVELOPE – 2nd Envelope

The second envelope shall contain the financial information/documents as specified in the PBDs

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

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

(l) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification form the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

(m) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

ADDITIONAL REQUIRED DOCUMENTS (to be submitted during Post-Qualification)

1. Bidding Documents duly signed/initialed by the authorized representative of the prospective bidder (each page). Attach Official Receipt as proof of payment of bidding documents
2. Document Request List (DRL) from PhilGEPS (Optional)
3. Bid Bulletin/s, if any
4. 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.
5. 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. Please attach Official Receipt (OR).
6. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
7. The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR with 2022 ITR 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
8. Certificate of Good Performance from at least one (1) Government or Private Hospital/Agency except from Valenzuela Medical Center (CY 2022 to present)
9. Special Power of Attorney – If single proprietorship
10. For SLCC - Proof of evidence for Single Largest Completed Contract (SLCC) – Purchase Order or Notice of Award or Contract Agreement

PR# 23-11-1255

ITEM NO.	UNIT	ITEM DESCRIPTION	QTY .	ABC	TOTAL ABC
1	month s	Internet Subscription (Primary Link) -500 Mbps Dedicated Leased Line -with 5 useable static IP (minimum) - Pure Fiber Optic Connection	12	201,104.00	2,413,248.00
2	month s	Internet Subscription (Secondary Link) -200 Mbps Dedicated Leased Line -with 5 useable static IP (minimum) - Pure Fiber Optic Connection	12	74,048.00	888,576.00
		TOTAL:			3,301,824.00

PROCUREMENT OF VALENZUELA MEDICAL CENTER PRIMARY AND SECONDARY LINK INTERNET SERVICES

Terms of Reference

I. Background and Rationale:

The increasing number of web-based system that is being deployed to Valenzuela Medical Center (VMC) by the DOH central office and other attached agencies makes us decide to upgrade our internet subscription from 200 Mbps internet dedicated leased line to 500 Mbps with additional redundant connection of 100 Mbps to 200 Mbps. To cope up with this technology we need to upgrade our capabilities and facilities in order to meet the requirements needed. Internet connection upgrade for speed and reliability is one of the major component to run a web based system, teleconferencing platforms and other hospital facilities that needs online interventions, considering the heavy volume of information and various data flowing into the system for processing and up to date output. In addition to this, the VMC present internet connection setup has become less reliable in terms of speed and security. In view of the dire necessity for modern technology to meet the ever increasing demands for efficient and effective information gathering, dissemination, and utilization an internet service upgrade has to be carried out to respond to the needs of the hospital and avail the benefits.

II. Scope of Work:

The project covers the procurement and implementation of the following Internet Services for the entire Valenzuela Medical Center Local Area Network:

- A. Primary Link - 500 Mbps (1:1 Full 500 Mbps dedicated leased line connection)**
- B. Secondary Link - 200 Mbps (1:1 Full 200 Mbps dedicated leased line connection)**

ISPs/TelCo will undertake the following:

1. Provide Internet Services of TelCo Dedicated Leased Line for Valenzuela Medical Center nationwide coverage;
2. Provide the necessary hardware, terminations and other services required to setup the internet connection;
3. Provide a pure fiber optic connection from ISP/TelCo to VMC-IMISS facility.
4. Provide a brand new Router;
5. Provide Ticketing System for every Technical issue that will be reported;
6. Provide diagnostic reports and updates in case of connection failure;
7. Provide monthly utilization graphs and/or MRTG tool for monitoring of link quality and bandwidth utilization;
8. Provide IPv6 ready and/or compliant connection;
9. Provision of 24x7 support services;
10. Enter into a Service Level Agreement with VMC which defines parameters of rebates for non-performance, and similar circumstances;
11. Transfer the fixed connection at no cost to VMC in the event of accidental disconnection/loose connection.

III. Expected Deliverables (Outputs) for Primary and Secondary Link:

1. Inception Report, which will include work plan.
2. **Full 500 Mbps Dedicated Leased line (Primary link)** connection from VMC to the Internet.
3. **Full 200 Mbps Dedicated Leased line (Secondary link)** connection from VMC to the internet.
4. **Pure Fiber Optic Connection from ISP/TelCo to VMC-IMISS facility.**
5. **Five (5) useable static IP Addresses (minimum) for both Primary and Secondary link**
6. Monthly reports of traffics and usage i.e. MRTG report from VMC to Internet
7. Unlimited Full Internet Access of VMC users via router and firewall
8. At least three (3) technical support staff with details on qualifications such as education, training and related experience

IV. Implementation Arrangement:

Duties and Responsibilities of the Internet Service Provider (ISP)

1. Pre-Installation

- a. Provide detailed work plan specifying installation design, detailed activities, network diagram showing connectivity from VMC-IMISS Server Room up to the last mile.
- b. The ISP shall coordinate with their TelCo partner and act as their representative. VMC will only deal with the ISP but the TelCo partner should be transparent to VMC.
- c. The ISP shall coordinate with VMC-IMISS Head with regards to operational issues if any and to the Medical Center Chief II for policy issues.
- d. TelCo bills should be incorporated within the ISP's bill with the appropriate breakdown of their rendered services.

2. Actual Installation

- a. Set up dedicated, 1:1 Internet Connection with the Committed Information Rate (CIR) of **500 Mbps for Primary link and 200 Mbps for Secondary link**.
- b. Provide a pure fiber optic connection from ISP/TelCo to VMC-IMISS facility.
- b. Provide and install a Channel Service Unit/Data Service Unit (CSU/DSU) modem and media converter at both ends of the Internet connections.
- c. Provide and install a new Router at both ends of the Internet connections.
- d. Provide internet connectivity directly to VMC-IMISS Server Room, including materials needed for the purpose. This includes provision for the installation of cables/insulation using industry standard, materials and best practices.
- e. Complete the delivery, installation and configuration within thirty (30) calendar days from the receipt of the Notice to Proceed (NTP).

3. Configuration

- a. Configure of modem, media converter or similar devices for dedicated direct internet speed connection.
- b. Configure router to the equivalent direct Internet connection speed and to support primary link for redundancy/fail over.
- c. Configure backup router, if any.
- d. Assign at least Five (5) useable hosts public Internet Protocol (IP) Addresses for VMC.
- e. Configuration of assigned IP address to VMC firewall.

4. Testing Period

- a. The selected ISP shall notify the VMC in writing seven (7) days prior to the required inspection/testing of the internet service connection.
- b. The acceptance test procedure shall be in accordance with the following:
 - i. The acceptance testing will be undertaken for a period of seven (7) days.
 - ii. Direct Internet leased line will have no service interruption during the agreed test period.
 - iii. The guaranteed Internet bandwidth of 500 Mbps (Primary Link) and 200 Mbps (Secondary Link) direct internet with Committed Information Rate (CIR) of 500 and 200 Mbps internet connection is attained during working hours (i.e., 7:00 a.m. to 7:00 p.m.).
 - iv. Average latency should not exceed more than 80 milliseconds average round trip from VMC to Local ISP port and not more than 200 milliseconds average round trip from Local ISP port to US/International port.
 - v. MRTG should be in place.
 - vi. Assignment of at least Five (5) useable Public IP Addresses for each Primary and Secondary Link.
 - vii. The provider must conduct a Bit Error Rate (BER) and or equivalent test during the testing period to eliminate cyclic redundancy check (CRC) errors and ensure that both links are working.

5. Implementation

- a. Shall maintain all equipment in proper working order.
- b. Provide an escalation list and procedure in reporting fault and outages.
- c. Providers must immediately advise VMC-IMISS any downtime occurrence or if any case the internet rerouted to a backup link.
- d. Providers must have standby equipment to replace immediately the existing equipment once found defective.

6. Rebates

- a. Provide industry standard Service Level Agreement (SLA) which shall carry a corresponding "Performance Credit" or rebate in favor of VMC should any of the committed parameters mentioned below is not met.
- b. The selected ISP provider/s should be able to render the following services:
 - i. Availability
Provide 99.5% link uptime in a month.
 - ii. Latency
 - Provide not more than 80 milliseconds average round trip latency from VMC to local ISP port; and
 - Provide not more than 200 milliseconds average round trip latency from local ISP port to US/International port
- c. Render 24 hours x 7 days customer service support

- i. Support response time
i.e., 30 minutes for emergency tickets for the following categories:
 - Link connection is down
 - Packet loss, variation in latency
 - Routing issue
- ii. Two (2) hours response time for technical problem that requires on-site services
- d. Rebate Schedule for Downtime Connection Interruption/Outage

If the interruption is attributable to the ISP, as acknowledged by the ISP's Network Operation Center, the ISP shall voluntarily make the appropriate "Performance Credit" or rebate to the VMC without the need to report or claim on the outage. The credit allowance/rebate shall be applied to the next billing month.

Credit for Interruptions to service will be allowed as follows: The prospective bidder must fill up the necessary **Credit** equivalent for each **Length of Interruption**.

Interruptions of 24 Hours or less

Length of Interruption	Credit
Less than 30 minutes	
30 – 179 minutes	
180 – 359 minutes	
360 – 539 minutes	
540 – 719 minutes	
720 – 899 minutes	
900 – 1440 minutes	

7. Maintenance

- a. Provide a single point of contact for customer support in both areas of network connectivity and Internet access;
- b. Shall respond to request for maintenance at no cost to Valenzuela Medical Center (VMC);
- c. Provide not less than 7 days proactive notice of scheduled downtimes, service interruption, upgrades or preventive maintenance, if any, subject to the approval of Valenzuela Medical Center (VMC) and;
- d. Submit monthly access/usage reports to attest compliance to the SLA.

V. Duties and Responsibilities of the VALENZUELA MEDICAL CENTER

1. The project will be spearheaded by Valenzuela Medical Center (VMC) through its Integrated Management Information System Section (IMISS). They are responsible for the final technical acceptance and approval of project outputs.
2. Valenzuela Medical Center - IMISS will provide two (2) Technical staff that will provide guidance and information with regards to the VMC local area network and Internet Servers. They will facilitate access to various workstations and other information that may be needed to complete this project satisfactory.
3. Grant the ISP's authorized representative access to its premises, equipment and facilities located therein to perform its obligations, provided that such representative shall be accompanied by the duly assigned VMC-IMISS personnel.

4. Responsible for the safe custody and use of the equipment installed by the ISP provider.
5. Monitor the provided services and verify if the parameters under the Service Level Agreement are met and performed by the ISP provider.
6. Issue Certificate of Inspection and Acceptance Report.
7. Conduct assessment/evaluation of the ISP 60 days before the end of the contract. VMC may renew the contract for another year depending on the ISP performance.

VI. Technical Specification

- A. **PRIMARY LINK INTERNET SERVICE (500 Mbps Dedicated Leased Line – Pure Fiber Optic Connection)**
- B. **SECONDARY LINK INTERNET SERVICE (200 Mbps Dedicated Leased Line – Pure Fiber Optic Connection)**

1. The technical requirements are the following but not limited to:
 - a. Dedicated leased line connection with a CIR of **500 Mbps bandwidth for Primary Link and 200 Mbps bandwidth Secondary link** from Direct Internet Connection
 - b. Pure fiber optic connection from ISP/telCo to VMC-IMISS facility.
 - c. Installation and configuration of router for the **500 and 200 Mbps** bandwidth for direct internet connection
 - d. Provide modem, media converter or similar devices to attain physical connection from VMC router to the ISP and to the Internet
 - e. Provide a failover/redundancy link to VMC connection to avoid Internet downtime
 - f. Test failover/redundancy link
 - g. **Five (5) useable static IP address (minimum)** for VMC connection
 - h. Design and implement an IP addressing schemes or sub-netting for official/valid IP addresses and unofficial/private IP addresses for VMC use.
2. Install and configure the assigned IP address to VMC-IMISS firewall.
3. Identify the TelCo carrier
4. Provide VMC network to the Internet, 24hrs x 7 days a week unlimited access to the Internet.
5. Network monitoring and provision of information thereof to VMC
 - a. Provide Monthly reports of traffics and usage i.e. MRTG report from VMC to Internet to attest compliance to the SLA
 - b. Provide not less than 7 days proactive notice of scheduled downtimes, service interruption, upgrades or preventive maintenance, if any, subject to the approval of VMC

ROUTER FOR PRIMARY LINK INTERNET SERVICES

1. Branded (brand new)
2. Must have a minimum of One hundreds (100) Mbps with services WAN performance.
3. Number of Integrated WAN ports three (3) GE (1 SPF).
4. Minimum interface slots (enhanced high speed LAN interface card (EHWIC)).
5. Two (2) USB ports (v2.0).
6. 256MB Flash Memory
7. Minimum synchronous dynamic RAM of 512MB.
8. With redundant power supply unit separate.
9. Rack-Mount/Wall Mount Kit

VII. Approved Budget:

The Valenzuela Medical Center – Integrated Management Information System Section, through the hospital income, intends to apply the Approved Budget for the Contract (ABC) of Three Million Three Hundred One Thousand Eight Hundred Twenty Four Pesos (Php 3,301,824.00) for one year.

VIII. Terms of Payment

The Internet Service Provider may be paid on a monthly or quarterly basis as may be proposed by the prospective Internet Service Provider. This is subject to the acceptance of Valenzuela Medical Center (VMC) of the services provided and the required documents such billing statement, monthly MRTG.

Other Matters:

- Bid Bulletin will be posted, if any.

BID Opening will be on FEBRUARY 06, 2024, 10:00 AM (FACE-TO-FACE)

The pre-bidding conference was adjourned at 4:00 PM.

Prepared by:


MAIKO JANZEL M. DIZON, LPT
BAC Secretariat

Noted by:


SHIRLENE V. VIANZON
Chairperson, BAC

Bid Form for the Procurement of Goods
[shall be submitted with the Bid]

BID FORM

Date : _____
Project Identification No. : _____

To: [name and address of Procuring Entity]

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers [*insert numbers*], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to [*supply/deliver/perform*] [*description of the Goods*] in conformity with the said PBDs for the sum of [*total Bid amount in words and figures*] or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: [*specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties*], which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address Amount and Purpose of
of agentCurrencyCommission or gratuity

(if none, state "None")]

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of [*name of the bidder*] as evidenced by the attached [*state the written authority*].

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____
Legal capacity: _____
Signature: _____
Duly authorized to sign the Bid for and behalf of: _____
Date: _____

Bid Securing Declaration Form
[shall be submitted with the Bid if bidder opts to provide this form of bid security]

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

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

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]*
[Insert signatory's legal capacity]
Affiant

[Jurat]

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

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable);];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*

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

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____ at _____, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant*

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

Price Schedule for Goods Offered from Abroad
[shall be submitted with the Bid if bidder is offering goods from Abroad]

For Goods Offered from Abroad

Name of Bidder _____ Project ID No. _____ 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)
	Brand							

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ 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 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)
	Brand								

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

NFCC COMPUTATION FOR ELIGIBILITY CHECK

- A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

	Year 20 _____
1. Total Assets	
2. Current Assets	
3. Total Liabilities	
4. Current Liabilities	
5. Net Worth(1-3)	
6. Net Working Capital(2-4)	

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

NFCC= [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements (AFS) submitted to the BIR.

The Bidder shall attach the AFS to the NFCC Computation for Eligibility Check Form.

NFCC=P_____

Submitted by:

Name of Supplier/Distributor/Manufacturer

Signature of Authorized Representative

Date: _____

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE CONTRACT TO BE BID

This is to certify that _____ (company) _____ has the following completed contracts within Three (3) years from the date of submission and receipt of bids.

Date of the Contract	Contracting Party	Name of Contract	Kind of Goods Sold	Amount of Contract	Date of Delivery/ End-user's Acceptance	Date of Official Receipt	Bidder is A) Manufacturer B) Supplier C) Distributor

Name and Signature of
Authorized Representative

Date

***Instructions:**

a) Cut-off date as of:

(i) Up to the day before the deadline of submission of bids.

b) In the column under “Dates”, indicate the dates of Delivery/ End-user’s Acceptance and Official Receipt.

c) “Name of Contract”. Indicate here the Nature/ Scope of the Contract for the Procuring Entity to determine the relevance of the entry with the Procurement at hand. Example: “Supply and Delivery of _____ for Valenzuela Medical Center”

STATEMENT OF: (I) ONGOING CONTRACTS AND; (II) AWARDED BUT NOT YET STARTED CONTRACTS

This is to certify that _____ has the following ongoing and awarded but not yet started contracts:

Date of the Contract	Contracting Party	Name of Contract	Kind of Goods Sold	Amount of Contract	Value of Outstanding Contracts	Bidder is A) Manufacturer B) Supplier C) Distributor

Name and Signature of
Authorized Representative

Date

***Instructions:**

- a) State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project called for bidding) as of:
 - i. The day before the deadline of submission of bids.
 - b) If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
 - c) The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC) in case an NFCC is submitted as an eligibility document.
 - d) "Name of Contract". Indicate here the Nature/ Scope of the Contract for easier tracking of the entries/ representations. Example: "Supply and Delivery of _____ for Valenzuela Medical Center"