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Department of Social Welfare and Development
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BIDDING DOCUMENTS

Procurement of Hyper Converged Infrastructure Server for NHTO and Social Amelioration Program

ITB No. GOP/21-DSWD-026
(PR No. 2021090460)



OCTOBER 2021

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of GOODS

Government of the Republic of the Philippines

Sixth Edition
July 2020

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Glossary of Terms, Abbreviations, and Acronyms

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

INVITATION TO BID FOR

Procurement of Hyper Converged Infrastructure Server for NHTO and Social Amelioration Program

ITB No. GOP/21-DSWD-026

(PR No. 2021090460)

1. The **Department of Social Welfare and Development (DSWD)**, through the **Information and Communications Technology Management Service (ICTMS) – Protective Service for Individual and Families (PSIF) Special Allotment Release Order (SARO) No. BMB-B-20-0018664**, intends to apply the sum of **Forty Million Pesos (PHP 40,000,000.00)**, being the Approved Budget for the Contract (ABC), to payments under the contract for the **Procurement of Hyper Converged Infrastructure Server for National Household Targeting Office (NHTO) and Social Amelioration Program** under **ITB No. GOP/21-DSWD-026**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The DSWD now invites bids for the above Procurement Project. Delivery Goods and Services shall be in accordance with Section VI (Schedule of Requirements). 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 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 **DSWD – Bids and Awards Committee (BAC) Secretariat** and inspect the Bidding Documents at the address given below from **Monday to Friday at 8:00 AM to 5:00 PM**.
5. A complete set of Bidding Documents may be acquired by interested bidders on **26 October 2021 to 17 November 2021** from given address and website/s below and upon payment of an applicable fee for the Bidding Documents in the amount of **Twenty-Five Thousand Pesos (PHP 25,000.00)**. The DSWD shall allow the bidder to present its proof of payment for the fees in person.
6. The DSWD will hold a Pre-Bid Conference on **03 November 2021, 11:30 AM** at the **PMS Conference Room, 2nd Floor, Mahusay Building, DSWD Central Office, IBP Road, Constitution Hills, Quezon City**, and/or through videoconferencing/webcasting via google meet, which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below on or before **17 November 2021, 9:00 AM**. 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 **17 November 2021, 11:30 AM**, at the **PMS Conference Room, 2nd Floor, Mahusay Building, DSWD Central Office, IBP Road, Constitution Hills, Quezon City** and/or through videoconferencing/webcasting via google meet. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The DSWD 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 Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

THE CHAIRPERSON

DSWD Bids and Awards Committee

c/o BAC Secretariat

2nd Floor Mahusay Building, DSWD Central Office

IBP Road, Constitution Hills, Quezon City

Fax No. (02) 8951-7116

Telephone Nos. (02) 8931-8101 to 07 Local 10090

12. You may visit the following websites:

For downloading of Bidding Documents: www.philgeps.gov.ph or www.dswd.gov.ph

25 October 2021

(Original Signed)
ATTY. PAUL ANTHONY A. TACORDA
Director III and
Vice-Chairperson, Bids and Awards Committee

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **DSWD** invites Bids for the **Procurement of Hyper Converged Infrastructure Server for NHTO and Social Amelioration Program** with Project Identification Number **ITB No. GOP/21-DSWD-026**.

The Procurement Project is composed of **One (1) lot**, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **2021** in the amount of **Forty Million Pesos (PHP 40,000,000.00)**.

2.2. The source of funding is NGA, the General Appropriations Act.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- a. 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**.

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/or through videoconferencing/webcasting via google meet 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.

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, as listed in the **BDS**.
- b. For Goods offered from abroad:
- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **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 tradable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in Philippine Pesos.

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration¹ or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until **One Hundred Twenty (120) calendar days from the date of 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.

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

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

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or 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 follows:

Option 1 – One Project having several items that shall be awarded as one contract.

19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

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

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. Procurement of Service Provider of Subscription to Upfront Provisioning of a Complete Hyper Converged Infrastructures Platform Solution for other Critical Information Systems and Other Services;</p> <p>b. Completed within five (5) years prior to the deadline for the submission and receipt of bids.</p>
7.1	No subcontracting is allowed.
12	The applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than <u>PHP 800,000.00</u> if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than <u>PHP 2,000,000.00</u> if bid security is in Surety Bond.</p>
15	Each Bidder shall submit one (1) original and one (1) copy of the first and second components of its Bid. Forms provided in Section IX (Bidding Forms) must be completed without any alterations to their format, and no substitute form shall be accepted.
19.3	No further instruction.
20.1	<p>The Lowest Calculated Bid (LCB) or Single Calculated Bid (SCB) as the case may be, shall submit the following additional documents during the Post-Qualification Stage:</p> <ul style="list-style-type: none"> • Latest income tax returns (ITR) are those covering the immediately preceding year while latest business tax returns (BTR) are those filed within the last six (6) months preceding the date of bid submission filed through the Electronic Filing and Payment System (eFPS) of the BIR; • Updated Certificate of PhilGEPS Registration (Platinum Membership); • Service Providers must provide at least two (2) installed based customer references from any government offices for site visit during post qualification. <ul style="list-style-type: none"> ▪ The service provider can provide 24/7 support and <u>Service Level Agreement</u>. As a proof, the service provider must provide existing

managed services / supply delivery projects provided to at least two (2) customers and can be visited on site during post qualification.

- The service provider must have certification of support from the Manufacturer of products being offered, specifying the support being extended to the service provider.
- Certification and other credentials of at least two (2) Certified Implementation Personnel for the solution to be deployed
- Must submit a Manufacturing Certificate issued by the Principal/manufacturer to ensure that the solution/hardware is genuinely manufactured and not an interim solution from a 3rd party.
- Certification must be issued by the Manufacturer/Principal that the solution will have no disruptive upgrade on storage firmware and hot fixes and updates must be done online/no downtime needed.
- **POST QUALIFICATION TECHNICAL TESTING**
The service provider must perform whether the system meets the following required criteria during post qualification for a maximum of one (1) week including set up.

No	Description	Pass / Fail
1	Primary Site: Must be able to Join the existing NHTO/DSWD cluster without downtime and reconfiguration.	
2	Disaster Recovery site: Must be able to set up as a DR and failover cluster partner of the Primary cluster	
3	Must be able to use the HCI integrated backup facility and recovery of backup must be demonstrated without data loss.	
4	Must be able to do Live migration of VM without downtime.	
5	Must Backup and Restore VMs from the following platforms: <ul style="list-style-type: none"> • Windows and Linux • Hyper-V and VMWare • MYSQL and MSSQL • Sharepoint 	
6	Must be able to backup and restoration with no impact on the following: <ul style="list-style-type: none"> • No service interruption or downtime • No impact on the CPU, RAM usage of the VM • No impact on the production storage 	
7	Must be able to execute disaster recovery testing with no impact on the following:	

		<ul style="list-style-type: none"> • No production impacts • No VMs Shutdown • Recovery automations for failover, failback and migration. 	
	8	Must be able to execute backup restore easily with few steps <ul style="list-style-type: none"> • at most 3 step procedures • Must be able to execute journal file level restore 	
	9	Must be able to execute and meet: <ul style="list-style-type: none"> • Recovery Point Objective (RPO) of thirty (30) minutes • Recovery Time Objective (RTO) of three (3) hours 	
		The proposed solution must be able to comply with all the requirements above.	
21.1	No further instruction.		

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. 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**

- 6.1. 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.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. **Liability of the Supplier**

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

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

Section V. Special Conditions of Contract

Special Conditions of Contract

SCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are delivered [<i>indicate place of destination</i>]. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is :</p> <p>ANDREW J. AMBUBUYOG Director IV Information Communication Technology Management Service Department of Social Welfare and Development-Central Office IBP Road, Batasan Hills, Quezon City</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements.</p> <p>Performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligation under this Contract</p> <p>Furnishing of tools required for assembly and/or maintenance of the supplied Good.</p> <p>Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</p> <p>Training of the Procuring Entity’s personnel, at the Supplier’s plant and/ r on-site in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</p> <p>The Contract price for the Goods/ Services shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>

	<p>Spare Parts –</p> <p>The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p>The spare parts and other components required are listed in Section VI (Schedule of Requirements) and the cost thereof are included in the contract price.</p>
	<p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of [<i>indicate here the time period specified. If not used indicate a time period of three times the warranty period</i>].</p>
	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p>

2.2	The terms of payment shall be accordance to the “Terms of Payment” indicated in Section VI. Schedule of Requirements.
4	The DSWD-Inspection Committee, in cooperation with the Information and Communications Technology Management Service (ICTMS) and Procurement Management Service (PMS), shall inspect the goods/services and conduct tests for the compliance with the required technical specifications prior to deployment.

Section VI. Schedule of Requirements

Schedule of Requirements

Procurement of Hyper Converged Infrastructure Server for NHTO and Social Amelioration Program

Particulars	Quantity	Unit
Procurement of Hyper Converged Infrastructure Server for NHTO and Social Amelioration Program	1	Lot

A. Project Coverage:

- Project Implementation: The awarded bidder must supply, deliver and install the Hyper Converged Infrastructure Server for NHTO and Social Amelioration Program on or before December 31, 2021.
- Warranty Coverage: Three (3) Years warranty with 4 (four) hour parts replacement warranty.

B. Project Timeline, Milestone and Payment Scheme:

DESCRIPTION	TIMELINE	PAYMENT*
<p>Complete delivery of ICT Equipment, Solution Services, Training, Documentation, and Turn-over.</p> <ol style="list-style-type: none"> 1. Kick-Off Meeting and Inception Report: <ol style="list-style-type: none"> a. Documents to be submitted: <ol style="list-style-type: none"> i. Project Timetable and schedule 2. Delivery of ICT Equipment and other Solution Services on DSWD CO and DR site. <ol style="list-style-type: none"> a. Documents to be submitted: <ol style="list-style-type: none"> i. Delivery Receipts ii. Software License Certification 3. Installation, Configuration, Setup, Testing, and turn over: <ol style="list-style-type: none"> a. Documents to be submitted: <ol style="list-style-type: none"> i. Successful Testing Report ii. End-User Acceptance Certificate 	On or before December 31, 2021	100% Payment upon successful delivery

<p>4. Training, Technology transfer, Submission of Full documentation and closing/Termination of the Implementation.</p> <p>a. Documents to be submitted:</p> <p>i. Training documents and Certificates or Training Vouchers (whichever is applicable)</p> <p>ii. Complete Project Documentation</p>		
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** Payment shall be made within fifteen (15) to thirty (30) days upon successful installation and testing, End-user acceptance and completion of all supporting documents (e.g. Certification of Completion, Certificate of Training, inspection reports, delivery receipts, etc.)*

C. Delivery Site*

DSWD Central Office
c/o Contract Monitoring Division
Procurement Management Service
IBP Road, Constitution Hills, Quezon City
**In coordination with the ICTMS*

Name: _____

Legal Capacity: _____

Signature: _____

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

Date: _____

*****THIS DOCUMENT MUST BE ATTACHED TO THE TECHNICAL SPECIFICATIONS*****

Section VII. Technical Specifications

Technical Specifications

PROCUREMENT OF HYPER CONVERGED INFRASTRUCTURE SERVER FOR NHTO AND SOCIAL AMELIORATION PROGRAM

Item No.	DSWD Specifications	Bidder's Specifications Statement of Compliance ² <i>(Please indicate detailed/actual specifications of the product being offered)</i>
1	<p>Brand New Hyper Converged Infrastructure</p> <ul style="list-style-type: none"> • Primary site: Brand New six (6) server nodes or an equivalent of <ul style="list-style-type: none"> ○ VCores = 96 cores ○ Vmem= 1,536gb ○ Vstorage= 24TB • Disaster Recovery Site: Brand New six (6) server nodes configured as a cluster to become a high availability or Disaster Recovery partner of the first cluster or <ul style="list-style-type: none"> ○ VCores = 96 cores ○ Vmem= 1,536gb ○ Vstorage= 24TB 	
	<p>A. The Server Infrastructure must be the latest Hyper Converged Infrastructure (HCI).</p> <ul style="list-style-type: none"> a. The hardware must have a centralized integrated management console separate from the virtualization platform but compatible and work seamlessly. b. The hardware must have a native compression and deduplication functionality and not a third party integration. <ul style="list-style-type: none"> i. The HCI native deduplication technology must be able to reach at least 3:1 ratio 	

² IMPORTANT NOTE: 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.

	<ul style="list-style-type: none"> ii. Must provide Certification from the Principal that the HCI has native deduplication functionality. c. Must have compression functionality. d. The HCI must be able to create and join existing clusters and manage the whole cluster into a single management console. <ul style="list-style-type: none"> i. Must be able to successfully join with DSWD NHTO existing cluster of HCI ii. Must be able to do cluster high availability or as DR failover cluster partner. iii. Must be able to do cluster rebalancing automatically. e. The HCI must have an integrated backup solution. <ul style="list-style-type: none"> i. Must be able to create rapid backup and restoration capabilities. ii. Capable of at least 30 minutes backup of VM iii. Capable of at least 1 hour VM backup transfer to DR site iv. Capable of at least 10 minutes' backup VM restoration. f. The HCI must be able to do automatic recovery during disk failure <ul style="list-style-type: none"> i. Must be able to survive disk failures and node failure at any given time - Compliance certification must be issued by the manufacturer. g. Must be capable of High Availability for both power and network connectivity h. The HCI must be able to Join the existing Cluster of DSWD NHTO - Compliance certification must be issued by the manufacturer. i. The HCI must be certified hardware by the Virtualization Platform DSWD is currently using. (VMWare) - Compliance certification must be issued by the manufacturer. j. Must include all needed components such as switches, cables, SPF+, etc., as part of the solution k. Warranty <ul style="list-style-type: none"> i. Three years' hardware warranty coverage with 24/7 technical support ii. SLA of 4 hours' replacement <ul style="list-style-type: none"> 1. Software upgrade support 2. Software security patch support 3. Must include the renewal of maintenance agreements of the existing 3 HCI node of 	
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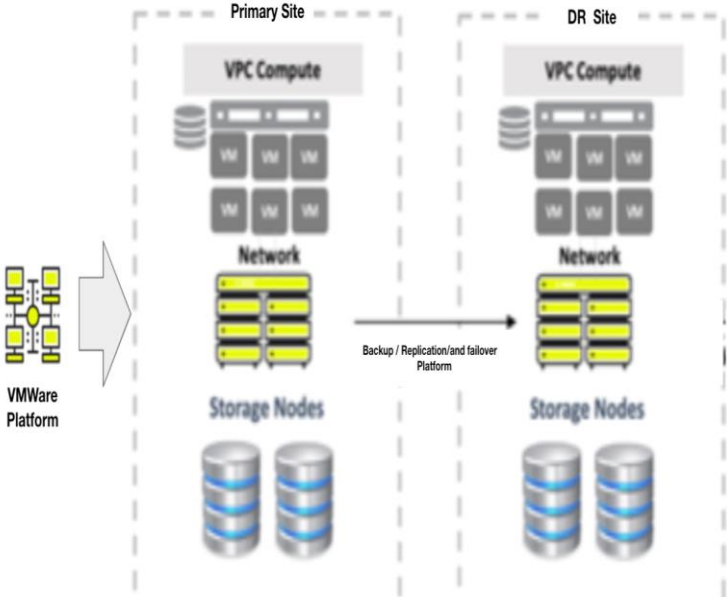
	NHTO management software and SLA for 3 years	
2	Backup Solution with Enterprise Storage with 50TB usable x 2 units	
	<p>Backup solution:</p> <ol style="list-style-type: none"> a. Complete Backup solution with compression and deduplication technology b. Capable of Multi-VM technology image backup and restoration c. Capable of direct database backup d. Capable of OS Image backup e. Capable of file level backup f. Capable of site to site replication g. Support for Current DSWD Systems (Windows, Linux, Sharepoint, MSSQL, MYSQL, PostgreSQL, MariaDB) h. Supports backup for both physical (windows, Linux) and virtual environment (VMWare, Hyper-V) i. Must support various backup storage destination (Disk, Cloud, VTL, Tape) j. Backups tasks must be managed in a Centralized Administration Page k. Must ensure high deduplication ratio for various backup types (for POC on current DSWD backups) l. Must be hardware independent m. Capable of global deduplication n. Backup and Restoration must not affect production servers (no downtime or performance slowdown) o. Capable of File-level navigation and restoration p. Must have simple and intuitive backup process (at least a 3 - 5 step backup and restore) q. Must be capable of using time navigation during data recovery to return to any point in time for fast restore r. Must be compatible with the Existing DSWD data protection being used s. Must include needed backup servers and other components as part of Backup Solution t. Must be capable to automatically schedule and execute backup jobs u. Must be able to automatically / manually generate comprehensive report on backup / restore jobs as well as provide metrics and statistics reports v. Must meet the DSWD requirements of prescribed RPO (12 hours) and RTO (12 hours) w. Inclusive of licenses (if applicable) to support the required features 	

	<p>Enterprise Storage</p> <ol style="list-style-type: none"> 1. Must be 2U rack-mounted 2. Capable of integration with well-known virtualization platforms (Hyper-V, VMWare) 3. Must support and capable of FC and ISCSI <ol style="list-style-type: none"> a. At least 4x16GB FC b. At least 4x10GB ISCSI 4. With dedicated management port and support for dual path configuration 5. Must support various drive types NL SAS, SAS, SSD, HDD on the same system 6. Must support All flash, Hybrid or all HDD arrays 7. Must be drive failure resilient and fast rebuild time in case of drive failures 8. Must be capable of supporting RAID configuration <ol style="list-style-type: none"> a. Support for RAID 1, 5, 6, 10 b. Support for combination of various RAID configuration in the same system 9. Capable and supports storage replication with partner storage <ol style="list-style-type: none"> a. Must be built-in and native to the system b. Capable of One to Many; Many to One c. Synchronous and Asynchronous 10. Must include built in Security, Data Protection and Disaster Recovery Functionality 11. Must have redundant power supply 12. Must include at least 50TB of raw disk space (storage pool) with at least SAS 7.2k rpm or better 13. Inclusive of all license of storage features 14. Warranty and support for at least 3 years 	
3	Software Licenses	
	<ol style="list-style-type: none"> 1. Virtualization Software <ul style="list-style-type: none"> - 2 licenses VM management (Primary and DR) - Host Licenses for 12 proposed HCI servers - Host Licenses for existing HCI hardware <ol style="list-style-type: none"> a. Inclusive of Software's for VM management and orchestration. b. Must include a licensed Bare Metal Virtualization Platform solution. c. The VM platform must be 100% compatible with the existing VM platform DSWD is currently using. d. Must be capable of Live Migration e. The type and number of licenses proposed must be able to accommodate the total physical processors and required features for the proposed solutions and existing DSWD HCI 	

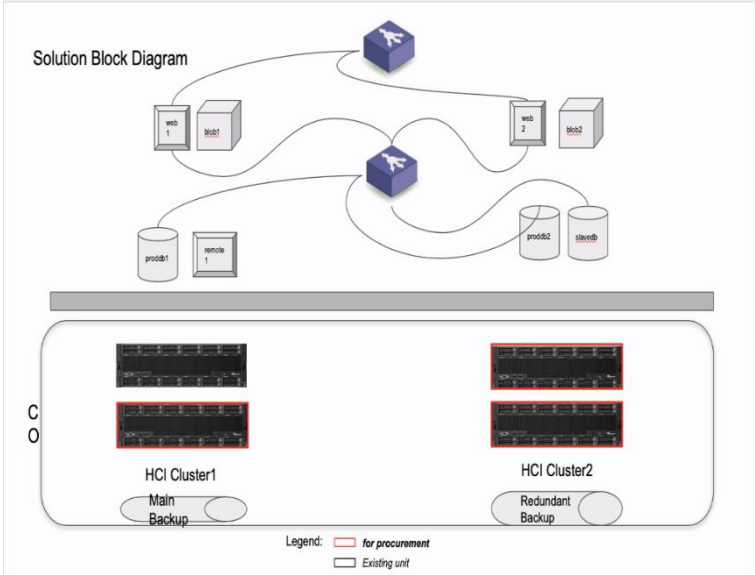
	<ul style="list-style-type: none"> f. Warranty <ul style="list-style-type: none"> i. Three years license coverage with 24/7 technical support ii. SLA <ul style="list-style-type: none"> 1. Software upgrade/downgrade support 2. Software security patch support 	
4	Implementation and Installation Services	
	<p>A. Provide needed services for Planning, Designing, Implementing, Setting Up, Configuring, Migrating- if needed, Commissioning and Turnover of the system.</p> <ul style="list-style-type: none"> a. Installation, setup and initial configuration of HCI and storage infrastructure. b. Planning and solution architecture and customization for DSWD use. c. Implementation of solution architecture for a replicated HCI and storage infrastructure. <ul style="list-style-type: none"> i. CO Implementation ii. DR implementation d. Testing, optimization and turn-over 	
5	Maintenance / Technical Report	
	5.1 The winning bidder must shoulder all expenses of the technical person(s) who will be providing the technical services on-site. Render weekly in-house technical support during the three (3) year engagement period	
6	Training and Knowledge transfer x 3 pax	
	<p>The service provider must provide Training for 3 DSWD hyper-converged formal training and knowledge transfer for all components.</p> <p>The service provider shall provide the necessary modules, knowledge transfers and materials etc. for the training activity.</p> <p>Training must be on a formal hands-on laboratory environment and must be conducted by a certified specialist for the proposed system.</p>	

MUST BE ABLE TO IMPLEMENT THE PRESCRIBED SOLUTION:

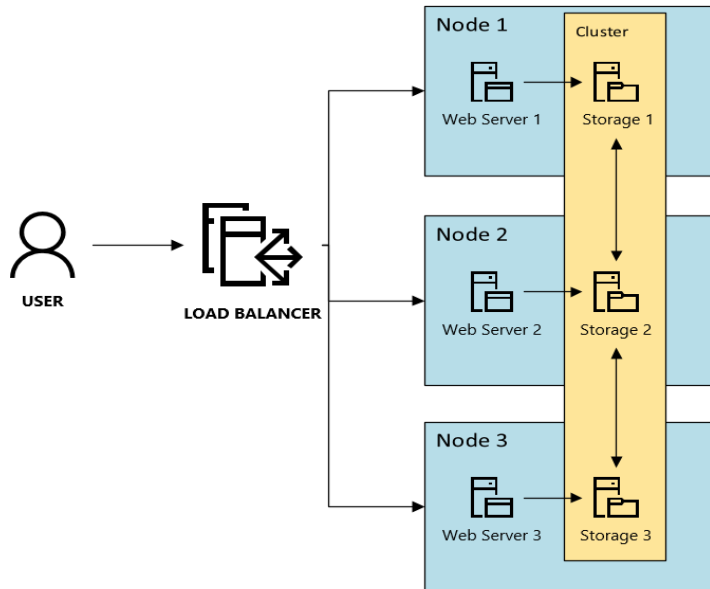
Solution Architecture:



- 9 nodes cluster under Primary Site and 6 nodes on the DR site



Web Server Implementation: Inside the HCI infrastructure.



1. QUALIFICATION OF SERVICE PROVIDER

The service provider must have been in the business of providing IT managed services or supplier of ICT equipment for at least 5 years

- 1.1 The service provider/supplier shall provision, DSWD of all the software, hardware and other needed equipment to complete the solution required (including cabling, consumable materials, etc).
- 1.2 The service provider/supplier shall manage and provide technical support, troubleshooting and issue resolution services.
- 1.3 The service provider/supplier shall provide necessary warranties for all active devices for the span of the contract and with a 24/7 and 4 hours' response time.
- 1.4 The service provider/supplier deploys the complete solution infrastructure system with an optimal setting, based on industry's best practices.
 - Implementation of a solution must be directly handled by the vendor/principal in collaboration with the service provider.
- 1.5 Service Providers must provide at least two (2) installed based customer references from any government offices for site visit during post qualification.

- The service provider can provide 24/7 support and **Service Level Agreement**. As a proof, the service provider must provide existing managed services / supply delivery projects provided to at least two (2) customers and can be visited on site during post qualification.
- The service provider must have certification of support from the Manufacturer of products being offered, specifying the support being extended to the service provider.

1.6 Certification and other credentials of at least two (2) Certified Implementation Personnel for the solution to be deployed

1.7 Must submit a Manufacturing Certificate issued by the Principal/manufacturer to ensure that the solution/hardware is genuinely manufactured and not an interim solution from a 3rd party.

1.8 Certification must be issued by the Manufacturer/Principal that the solution will have no disruptive upgrade on storage firmware and hot fixes and updates must be done online/no downtime needed.

2. SERVICE LEVEL AGREEMENT REQUIREMENT

Provider should guarantee availability of the solution in the event of declaration of execution of failover to DR Site.

Backup replication to DR Solutions

2.1 Recovery Point Objective (RPO) of one (1) hour

2.2 Recovery Time Objective (RTO) of three (3) hours

Server and Storage Solution

2.3 24 x 7 x 365 support with 24 hours proactive monitoring and 4 hours parts replacement plan.

2.4 Service Level Agreement Exclusion

The penalties indicated above will only apply upon declaration of execution of failover to DR Site.

Exclusions include but are not limited to the following:

- Connectivity from on-premise to DR storage will be provided by DSWD

- Unavailability of the services during scheduled maintenance window, emergency maintenance or any other agreed-to-scheduled downtime;
- Downtime caused by failures of components, third-party system or services that are not supplied by the service provider;
- Downtime that resulted from modifications to or changes of the operating system, database, application code or other code not provided by the service provider;
- Any availability or outage impact related to DSWD side security breaches or compromised serviced credentials;
- Downtime associated with improper use of the services (credentials, call sequence and method formats);
- Any downtime that resulted from the act or omission of DSWD, its end users, anybody on their behalf or any other third party, not under the control or responsibility of the service provider.
- Suspension or termination of services by DSWD;
- Any service outage due to Force Majeure as described in this.
- Downtime caused by unavailability of network

3. POST QUALIFICATION TECHNICAL TESTING

The service provider must perform whether the system meets the following required criteria during post qualification for a maximum of one (1) week including set up.

No	Description	Pass / Fail
1	Primary Site: Must be able to Join the existing NHTO/DSWD cluster without downtime and reconfiguration.	
2	Disaster Recovery site: Must be able to set up as a DR and failover cluster partner of the Primary cluster	

3	Must be able to use the HCI integrated backup facility and recovery of backup must be demonstrated without data loss.	
4	Must be able to do Live migration of VM without downtime.	
5	<p>Must Backup and Restore VMs from the following platforms:</p> <ul style="list-style-type: none"> • Windows and Linux • Hyper-V and VMWare • MYSQL and MSSQL • Sharepoint 	
6	<p>Must be able to backup and restoration with no impact on the following:</p> <ul style="list-style-type: none"> • No service interruption or downtime • No impact on the CPU, RAM usage of the VM • No impact on the production storage 	
7	<p>Must be able to execute disaster recovery testing with no impact on the following:</p> <ul style="list-style-type: none"> • No production impacts • No VMs Shutdown • Recovery automations for failover, failback and migration. 	
8	<p>Must be able to execute backup restore easily with few steps</p> <ul style="list-style-type: none"> • at most 3 step procedures • Must be able to execute journal file level restore 	
9	<p>Must be able to execute and meet prescribed DSWD RPO and RTO:</p> <p>Operational Restore</p> <ul style="list-style-type: none"> • Recovery Point Objective (RPO) of twelve (12) hours • Recovery Time Objective (RTO) of twelve (12) hours <p>Site Recovery</p>	

	<ul style="list-style-type: none"> • Recovery Point Objective (RPO) of one (1) hour • Recovery Time Objective (RTO) of three (3) hours 	
	<p>The proposed solution must be able to comply with all the requirements above.</p>	

4. INSTALLATION

- 4.1 The winning bidder will work in parallel with DSWD IT Management Department personnel during the installation and testing of the proposed solution.
- 4.2 The winning bidder must ensure that the proposed solution is functional and 100% compatible with the existing equipment and environment of the agency.

5. MAINTENANCE/TECHNICAL SUPPORT

- 5.1 During the subscription period, service level agreement of 30 mins of RPO and 1 hour of RTO for the replication solution must be provided and strictly observed.
- 5.2 The winning bidder must shoulder all expenses of the technical person(s) who will be providing the technical services on-site. Render weekly in-house technical support during the three (3) year engagement period

6. TRAININGS

- 6.1 The winning bidder shall provide certification level training conducted by certified instructor/s from software, server and storage manufacturers for DSWD ten (10) personnel.
 - 6.1.1 An updated yearly certification level training conducted by certified instructor/s from software and storage manufacturers for DSWD ten (10) personnel must also be provided, if available.
 - 6.1.2 Cost of training, venue, food and lodging of participants must be shouldered by the service provider

7. TECHNOLOGY TRANSFER

- 7.1 The winning bidder must provide a Knowledge Transfer DSWD engineer who will be managing the system. One course per technology being used in the implementation of the project. The session

	<p>must include theory and actual configuration and management.</p> <p>8. WARRANTY</p> <p>8.1 The solution should be covered by the warranty on upgrades, patches and services with no additional cost to DSWD if the subscription is active. The warranty period for and shall commence upon acceptance.</p> <p>9. DOCUMENTATION</p> <p>9.1 The winning bidder should provide complete documentation of software and licenses, and utilities must also be provided.</p> <p>10. DELIVERY AND USER ACCEPTANCE TESTING</p> <p>10.1 All deliverables mentioned should be checked by DSWD and that the service provider will be compliant before the final acceptance and turnover of the project.</p> <p>10.2 The Department (with the assistance of the Supplier) must perform the test whether the System meets all the requirements as stated in the UAT documents.</p> <p>11. DELIVERY ADDRESS AND DATE</p> <p>11.1 The winning bidder must deliver the IT Software and Licenses on or before 31 December 2021. IT Software, Hardware and Licenses must be delivered at DSWD Batasan, Quezon City.</p>	
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Name: _____

Legal Capacity: _____

Signature: _____

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

Date: _____

Section VIII. Checklist of Technical and Financial Documents

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid 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 and Schedule of Requirements, 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.

II. FINANCIAL COMPONENT ENVELOPE

- (m) Original of duly signed and accomplished Financial Bid Form;
- (n) Original of duly signed and accomplished Price Proposal Form; and
- (o) Original of duly signed and accomplished Price Schedule(s).

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

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

Section IX. Bidding Forms

Bid Form for the Procurement of Goods

[shall be submitted with the Bid]

BID FORM

Date: _____

Invitation to Bid No.: GOP/21-DSWD-026

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.

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: _____

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. **GOP/21-DSWD-026** 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)

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

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. **GOP/21-DSWD-026** 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)

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

Price Proposal Form

Date: _____
Invitation to Bid No.: GOP/21-DSWD-026

Procurement of Hyper Converged Infrastructure Server for NHTO and Social Amelioration Program

Particulars	Quantity	Unit Price <i>(in Phil Peso)</i>	Total Price <i>(in Phil Peso)</i>
Procurement of Hyper Converged Infrastructure Server for NHTO and Social Amelioration Program	One (1) Lot		
TOTAL CONTRACT PRICE			

NOTE: In case of discrepancy between unit price and total price, the unit price will prevail.
Total Contract Price is inclusive of all applicable taxes.

Name: _____

Legal Capacity: _____

Signature: _____

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

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 **Invitation to Bid 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]

Contract Agreement Form for the Procurement of Goods

[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT AGREEMENT

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

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

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

_____ [Insert Name and Signature]	_____ [Insert Name and Signature]
_____ [Insert Signatory's Legal Capacity]	_____ [Insert Signatory's Legal Capacity]
for:	for:
_____ [Insert Procuring Entity]	_____ [Insert Name of Supplier]

Acknowledgment

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

Omnibus Sworn Statement

[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]

Bank Guarantee Form for Advance Payment

To: *[name and address of PROCURING ENTITY]*
[name of Contract]

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause **Error! Reference source not found.** of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called the "Supplier") shall deposit with the PROCURING ENTITY a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the PROCURING ENTITY on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the PROCURING ENTITY and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

Certification from Insurance Commission

NOTE: Use this template for the required “Certification from the Insurance Commission”, which shall accompany surety bonds issued for purposes of Bid Security and Performance Security.

[Insurance Commission Letterhead]

CERTIFICATION

This is to certify that [insert Name of Insurance Company] is an authorized insurance company and licensed to transact general insurance business in the Philippines for such lines as Fire, Marine, Casualty and Surety under [insert Certificate of Authority Number] effective [insert date of period of effectivity], unless sooner revoked or suspended for cause.

It is certified, moreover, that [insert Name of Insurance Company] is likewise authorized under Administrative Order No. 30 to underwrite and issue Performance Bonds, Bidder’s Bonds, and Surety Bonds, callable on demand in favor of the various agencies and instrumentalities of the government pursuant to the Revised Implementing Rules of RA.9184.

It is further certified that [insert Name of Insurance Company] issued a surety bond under [insert Bond No.] to [insert Name of Service Provider or Supplier] in favor of **Department of Social Welfare and Development** in the amount of [insert amount] for the [insert Name of the Project].

This certification is issued upon the request of [insert Name of the Authorized Representative] of [insert Name of Insurance Company], pursuant to Section 39.2(c) of the Revised Implementing Rules and Regulations of RA9184.

Issued on the [insert date] in [insert Place].

For the Insurance Commissioner

[insert name of Authorized Representative]

[insert Position and Office]

Paid under [insert Official Receipt No.]

Statement of All On-Going Government and Private Contracts, Including Contracts Awarded but Not Yet Started, Whether Similar or Not Similar in Nature and Complexity to the Contract to be Bid

Business Name: _____

Business Address: _____

A. Government

Nature of Contract (Project Title)	a. Owner's Name	Project Cost	Bidder's Role		a. Date Awarded	% of Accomplishment		Value of Outstanding Works (Undelivered Portion)
	b. Address		Description	%	b. Date Started	Planned	Actual	
	c. Contact Nos.				c. Target Date of Completion			
1.	a.				a.			
	b.				b.			
	c.				c.			
2.	a.				a.			
	b.				b.			
	c.				c.			

B. Private

Nature of Contract (Project Title)	a. Owner's Name	Project Cost	Bidder's Role		a. Date Awarded	% of Accomplishment		Value of Outstanding Works (Undelivered Portion)
	b. Address		Description	%	b. Date Started	Planned	Actual	
	c. Contact Nos.				c. Target Date of Completion			
1.	a.				a.			
	b.				b.			
	c.				c.			
2.	a.				a.			
	b.				b.			
	c.				c.			

Note: The following documents must be available upon request of the Bids and Award Committee (BAC) or designated Technical Working Group (TWG) during Post-Qualification to support this statement: (a) Contract or Purchase Order, (b) Official Receipt(s) or Sales Invoice or (c) User's Certificate of Acceptance/Completion

Name: _____

Legal Capacity: _____

Signature: _____

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

Date: _____

Statement of Single Largest Completed Contract (SLCC)³ Similar to the Contract to be Bid

Business Name: _____

Business Address: _____

Nature of Contract (Project Title)	a. Owner's Name	Project Cost	Bidder's Role		a. Date Awarded
	b. Address		Description	%	b. Date Started
	c. Contact Nos.				c. Date Completed
	a.				a.
	b.				b.
	c.				c.

Note: *The following documents must be attached to support this statement: (a) Official Receipt(s) or Sales Invoice or (b) User's Certificate of Acceptance/Completion*

Name: _____

Legal Capacity: _____

Signature: _____

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

Date: _____

³ The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 5.3(a), a single contract that is similar to the project to be bid, equivalent to a percentage (%) of the ABC specified in ITB Clause 5.3(b).

Republic of the Philippines



Government Procurement Policy Board