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Department of Social Welfare and Development
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BIDDING DOCUMENTS

**SUBSCRIPTION TO MANAGED NETWORK SERVICES FOR DSWD
PROGRAMS AND SERVICES**

ITB No. GOP/21-DSWD-044
(PR No. 2021100658)



NOVEMBER 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 Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid

INVITATION TO BID FOR
SUBSCRIPTION TO MANAGED NETWORK SERVICES FOR
DSWD PROGRAMS AND SERVICES

— ITB No. GOP/21-DSWD-044 —
(PR No. 2021100658)

1. The **Department of Social Welfare and Development (DSWD)**, through the **Information and Communications Technology Management Service (ICTMS) – Maintenance and Other Operating Expenses (MOOE) National Expenditure Programs (NEP) FY 2022** intends to apply the sum of **One Hundred Forty-Three Million Four Hundred Forty Thousand Pesos (PHP 143,440,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Subscription to Managed Network Services for DSWD Programs and Services**. 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 of the Goods 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 a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from **DSWD BAC Secretariat** and inspect the Bidding Documents at the address given below during **08:00 AM to 05:00 PM from Monday to Friday**.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **12 November 2021 to 01 December 2021** from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents in the amount of **Fifty Thousand Pesos (PHP 50,000.00)**. 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 **19 November 2021, 04:00 PM** at **Procurement Management Service (PMS) Conference Room, 2/F Mahusay Building, DSWD Central Office, IBP Road, Constitution Hills, Quezon City** and/or through video conferencing or 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 indicated below, on or before **01 December 2021, 09:00 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 **01 December 2021, 11:30 AM** at the **PMS Conference Room, 2/F Mahusay Building, DSWD Central Office, IBP Road, Constitution Hills, Quezon City** and/or through video conferencing **via google meet**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. To facilitate the immediate implementation of the procurement of this Project, the DSWD shall proceed with the conduct of Early Procurement Activities (EPA), pursuant to Section 7.6 of the 2016 Revised IRR of RA 9184, Section 19 of the General Provisions of the NEP FY 2022 and Government Procurement Policy Board (GPPB) Resolution No. 14-2019 dated 17 July 2019
11. 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 IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

THE CHAIRPERSON

DSWD Bids and Awards Committee

c/o BAC Secretariat

2/F Mahusay Building, DSWD Central Office

IBP Road, Constitution Hills, Quezon City

Email Address: bacsec@dswd.gov.ph

Telephone Nos.: (02) 8931-8101 to 07 local 10090 or 10097

Fax No.: (02) 8951-7116

13. You may visit the following websites:

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

11 November 2021

(Original Signed)
NOEL M. MACALALAD
Assistant Secretary and
Chairperson, Bids and Awards Committee

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **DSWD** wishes to receive Bids for the **Subscription to Managed Network Services for DSWD Programs and Services**, with identification number **ITB No. GOP/21-DSWD-044**.

The Procurement Project (referred to herein as “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 **NEP FY 2022** in the amount of **One Hundred Forty-Three Million Four Hundred Forty Thousand Pesos (PHP 143,440,000.00)**.

2.2. The source of funding is:

- a. NGA, the National Expenditure Program.

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. For the procurement of Non-expendable Supplies and Services: 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:

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

8. Pre-Bid Conference

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

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **five (5) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
- a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in the **BDS**.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in the **BDS**.

13. Bid and Payment Currencies

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

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid until **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.

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> <ul style="list-style-type: none"> a. Subscription to internet services. b. completed within five (5) years prior to the deadline for the submission and receipt of bids. 						
7.1	Subcontracting is not allowed.						
12	The price of the Goods shall be quoted DDP at the delivery site indicated in Section VI (Schedule of Requirements) or the applicable International Commercial Terms (INCOTERMS) for this Project.						
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than PHP 2,868,800.00 if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than PHP 7,172,000.00 if bid security is in Surety Bond. 						
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	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Particulars</th> <th style="text-align: center;">Quantity</th> <th style="text-align: center;">ABC <i>(in PHP)</i></th> </tr> </thead> <tbody> <tr> <td>Subscription to Managed Network Services for DSWD Programs and Services</td> <td style="text-align: center;">1 lot</td> <td style="text-align: right;">143,440,000.00</td> </tr> </tbody> </table>	Particulars	Quantity	ABC <i>(in PHP)</i>	Subscription to Managed Network Services for DSWD Programs and Services	1 lot	143,440,000.00
Particulars	Quantity	ABC <i>(in PHP)</i>					
Subscription to Managed Network Services for DSWD Programs and Services	1 lot	143,440,000.00					
20.1	<p>The Lowest Calculated Bid (LCB) or Single Calculated Bid (SCB), as the case may be, shall submit the following additional documents (<i>in original form or certified true copy or as specified</i>) during the Post-Qualification Stage:</p> <ul style="list-style-type: none"> 1) Latest income tax returns (ITR) are those covering the immediately preceding year while latest business tax returns (BTR) are those filed and paid for the last six (6) months preceding the date of bid submission and through the Electronic Filing and Payment System (eFPS) of the BIR. BTR 						

	<p>refers to the Value Added Tax (VAT) or Percentage Tax per BIR Revenue Regulation No. 03-2005.</p> <ol style="list-style-type: none"> 2) Updated Certificate of PhilGEPS Registration (Platinum Membership); 3) Original and duly notarized certification from the Service Provider stating that they have provided and/or have done at least three (3) successful similar projects, and with proof of satisfactory performance issued by their respective clients; 4) Original and duly notarized certification from the Service Provider or its affiliates/ partners that they have Project Managers (Project Management Professional) with five (5) years of experience in managing large-scale projects. Submit Curriculum Vitae and Training Certificates; 5) Original and duly notarized certification from the Service Provider or its affiliates/partners that they have dedicated experts and certified/licensed engineers and with certification in Cisco Certified Network Professional (CCNP) or Cisco Certified Internetwork Expert (CCIE). Submit Curriculum Vitae and Training Certificates; and, 6) Original and duly notarized certification from the Service Provider or its affiliates/ partners that they have an existing Incident/Network Operation Center where network management is done.
21.1	No further instructions.

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

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

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

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC 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><i>For Goods supplied from abroad:</i> The delivery terms applicable to the Contract are DDP delivered as indicated in Section VI (Schedule of Requirements). In accordance with INCOTERMS.</p> <p><i>For Goods supplied from within the Philippines:</i> The delivery terms applicable to this Contract are as indicated in Section VI (Schedule of Requirements). 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 defined in Section VI (Schedule of Requirements).</p>
	<p>Incidental Services –</p> <p>The Supplier is required to provide all additional services, if any, specified in Section VI. Schedule of Requirements.</p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</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>

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.

The outer packaging must be clearly marked on at least four (4) sides as follows:

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

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.

Transportation –

Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.

Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.

Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.

The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic

	Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.
	<p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	The terms of payment shall be in accordance with 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

Subscription to Managed Network Services for DSWD Programs and Services

Particular	Components	Quantity
Subscription to Managed Network Services for DSWD Programs and Services	Internet Services	1 lot
	Leased Line Services	1 lot
	Internet with Virtual Private Network (VPN) Services	1 lot
	Mobile Communications Services	55 units

A. Summary of Deliverables

Service	Location	Requirements
Internet Services	DSWD Central Office	500 mbps
	16 Field Offices	100 mbps
	Pantawid Training Center	50 mbps
Leased Line Services	DSWD Central Office to NROC	30 mbps
	DSWD Central Office to SWADCAP	30 mbps
	DSWD FO12 Old Office to DSWD FO12 New Office	100 mbps
Internet with VPN Services	136 Provincial Operations Offices	10 mbps
	71 Centers and Residential Care Facilities	10 mbps
	44 SWAD Offices	10 mbps
	DSWD FOCAR Training Center	10 mbps
	DSWD FO8 RROC	10 mbps
	DSWD FO7 VDRC	10 mbps
	DSWD FO11 RROC	10 mbps
Mobile Communication Services	DSWD Central Office	10 communication plans with mobile computers
	DSWD Central Office and DSWD Field Offices	45 communication plans with mobile communication devices

B. Timelines/ Schedule of Deliverables

1. Submission of Project Management Plan: 20 calendar days after receipt of Notice to Proceed (NTP)
2. Installation: 120 calendar days after receipt of NTP
3. Service Subscription and Support Coverage

- a. 8 Months after Acceptance (May to December 2022, Start and end dates may change depending on the procurement and implementation timelines)
- b. In case that not all sites are installed simultaneously, acceptance of sites shall be per batch, and bill start date should be the first day of the month for easier contract management. Should there be sites that won't be installed within the contract period because of reasons that are beyond the control of the Service Provider and DSWD, costing for these sites shall be deducted from the contract price.
- c. Contract for all sites should end simultaneously.

C. Payment Schedule

1. Payment for the subscription shall be made on quarterly basis after successful installation and issuance of certificate of acceptance by the End-user.
2. Payment processing will be made within thirty (30) calendar days from the receipt of Sales Invoice or Billing Statement with complete supporting documents.

D. Delivery Sites/ Service Points Locations

1. DSWD Offices in Metro Manila

Office	Address	Coordinates
DSWD Central Office	IBP Road Batasan Pambasa Complex, Constitution Hills, Quezon City	14.693088, 121.094546
SWADCAP	Pasong Tamo Extension, Taguig, Metro Manila	14.5273661, 121.024945
NROC	Chapel Road, Ninoy Aquino International Airport, Pasay City	14.513434, 121.0042334
Pantawid Training Center	RSCC Compound, Bago Bantay, Quezon City	14.6598, 121.030

2. 16 DSWD Field Offices

Field Office (FO)	Address	Coordinates
FO 1	DSWD Field Office I, Quezon Ave., San Fernando City, La Union	16.61057, 120.31705
FO 2	3 pagayaya street, regional government center, carig sur, Tuguegarao city	17.655696, 121.746086
FO 3	DSWD Field Office III, San Fernando, Pampanga	15.02950, 12068910
FO 4-A	DSWD Field Office IV-A, Alabang, Muntilupa City	14.42553, 121.03138
FO 4-B	DSWD Field Office IV-B, 1680 F. T. Benitez St., Malate, Manila	14.57685, 120.99156
FO 5	DSWD Field Office V, Buragwis, Legaspi City, Albay	13.13603, 123.73976

FO 6	DSWD Field Office VI, M. H. del Pilar St., Molo, Iloilo City	10.69802, 122.54789
FO 7	DSWD Field Office VII, Cuenco St. Cor. Maxilom Ave., Cebu City	10.30843, 123.90743
FO 8	Field Office VIII, Magsaysay Ave., Tacloban City, Leyte	11.25066, 125.00534
FO 9	DSWD Field Office IX, Gen. Alvarez Street, Zamboanga City, Zamboanga del Sur	6.90362, 122.08028
FO 10	DSWD Field Office X, Mastersons Ave, Upper Carmen, Cagayan De Oro City, Misamis Oriental	8.44646, 124.62133
FO 11	DSWD Field Office XI, Suazo St. cor. Magsaysay Ave., Davao City, Davao del Sur	7.07370, 125.61825
FO 12 (Old)	DSWD Field Office XII, Purok Bumanaag, Brgy Zone 3, Koronadal City, South Cotabato	6.488998, 124.85166
FO 12 (New)	DSWD 12 regional hub office, Brgy. Carpenter hill, Koronadal City, South Cotabato	6.45235, 124.876
FO NCR	DSWD National Capital Region (NCR) Corner San Rafael Legarda St., Sampaloc, Manila	14.59868, 120.99036
FO CAR	DSWD Field Office CAR, 40 North Drive, Baguio City, Benguet	16.40853, 120.60078
FO CARAGA	DSWD Field Office CARAGA, Capitol Site, Butuan City, Agusan del Norte	8.94301, 125.53416

3. Social Welfare and Development (SWAD) Offices

	SWAD Office	Address	Coordinates
	DSWD FO 1		
1	SWAD Binalonan	DSWD Sat. Ofc. Old WCC Bldg., Sta. Maria Norte, Binalonan, Pangasinan (16.0583, 120.5892)	16.0583, 120.5892
	DSWD FO 2		
2	SWAD Isabela	Alibago, Ilagan City, Isabela	17.105185, 121.867644
3	SWAD Batanes	Capitol (PSWDO Office), National Rd, Basco, Batanes	20.45, 121.96879
	DSWD FO 3		
4	SWAD Iba, Zambales	Balili, Panang, Aninan, Iba, Zambales	15.314374, 119.994249
5	SWAD Aurora	Amihan Suclayin room 103, Barangay Suclayin, Baler, Aurora	15°45'27.88 121°33'36.04
6	SWAD Bataan	Palihan, Hermosa, Bataan beside	14.843020

		Hermosa Fire Station near Public Market, in front of Jollibee	120.475055
7	SWAD Bulacan	DSWD – SWAD Bulacan, Capitol Compound Malolos City	14.855959, 120.813734
8	SWAD Nueva Ecija	PSWD Building, Mabini Extension, Cabanatuan City (15.485212, 120.974049)	15.485052, 120.976013
9	SWAD Pampanga	Rosal St., San Isidro Village, San Isidro, City of San Fernando, Pampanga	15.055217, 120.659173
10	SWAD Tarlac	A & R Bldg. Zamora St., San Roque Tarlac City. Landmark in front of Capitol Gardens	15.481249, 120.594119
11	SWAD Olongapo City, Zambales	SWAD Office – Zambales Gordon Avenue, corner 10th St., Brgy. Asinan, Near – ASIANA Hotel	14.826882, 120.283711
DSWD FO 4-A			
12	SWAD Laguna	G. De Leon St., Brgy. Pagsawitan, Sta. Cruz, Laguna	
13	SWAD Batangas	1st Floor Sectoral Office, PSWDO Bldg., Capitol Site, Brgy. Kumintang Ibaba, Batangas City	
14	SWAD Quezon	Quezon Capitol Bldg, Brgy. 9, Lucena City, Quezon	
DSWD FO 4-B			
15	SWAD Marinduque	Capitol Compound Brgy. Santol, Boac, Marinduque (121.828121, 13.441807)	121.828121, 13.441807
16	SWAD Palawan	#54 H. Mendoza St., Brgy. Model, Puerto Princesa City, Palawan, 5300	
DSWD FO 5			
17	SWAD Catanduanes	Brgy. Constantino, Virac, Catanduanes	
18	SWAD Sorsogon	KC Building Quezon Street, Polvorista, Sorsogon City	
DSWD FO 6			
19	SWAD Guimaras	San Miguel, Jordan, Guimaras- inside provincial capitol	10.6, 122.5901
20	SWAD Antique	Brgy. Bagumbayan, San Jose Buenavista, Antique	10.74358, 121.94687
21	SWAD Negros Occidental	Women's Center Building cor. Cottage Road, Lacson St., Bacolod City	10.6779, 122.9519
22	SWAD Aklan	Capitol Site, Kalibo, Aklan	11.6968, 122.3683
DSWD FO 8			
23	SWAD Samar 1 (Western) Office	Maharlika Highway, Brgy. San Policarpo, Calbayog City, Samar	12.0658, 124.59
24	SWAD Leyte 4th District Office	Boys Holding Center, Ormoc City. (Near City Hall)	11.011, 124.605

	DSWD FO 9		
25	DSWD CIU	DSWD-CIU, Sta Barbara, Zamboanga City	6.90386847 122.0813
	DSWD FO 10		
26	SWAD Misamis Occidental, Oroquieta	295 Governor Anselmo Bernard St., Poblacion 1, Oroquieta City, Misamis Occidental	
27	Misamis Occidental, Ozamis	DSWD Satellite Office City Engineers Compound, Brgy. Aguada Ozamiz City, Misamis Occidental	8.141886, 123.845680
28	SWAD Bukidnon (2nd District)	DSWD Satellite Office, Capitol Compound, Malaybalay City, Bukidnon	
	DSWD FO 11		
29	SWAD Davao City, Mintal	3rd District Office, Old Barangay Hall, Mintal Davao City	7.090343, 125.501778
30	SWAD Davao Del Sur, Digos City	Ground Floor Wilvil Building corner G. Lim, 6th St (near AMESCO) (6.742965, 125.360934)	6.742965, 125.360934
31	SWAD Davao Oriental, Mati	Capitol Hills (beside PCSO), Barangay Central, Mati City, Davao Oriental	6.948911, 126.226864
32	SWAD Compostela Valley	Purok 14, Poblacion, Nabunturan, Compostela Valley (near Comval Hotel along national highway)	7.604708, 125.96865
33	SWAD Davao Del Norte, Tagum	Macario P. Bermudez St. (beside Rubio Funeral Homes), Tagum City (7.44063, 125.80638)	7.44063, 125.80638
34	SWAD Malita, Davao Occidental	Davao Occidental Provincial Capitol Compound, Malita (6.415097, 125.611594)	6.415097, 125.611594
	DSWD FO 12		
35	SWAD Sarangani Province & General Santos City	UNI HUB Building, Pendatun Avenue, General Santos City	6.117836, 125.170019
36	SWAD South Cotabato Province, Surallah	Jose Palma St. Corner Malvar St. Brgy Libertad, Surallah, South Cotabato (Gate: Red color)	6.452007, 124.875796
37	SWAD South Cotabato Province (Satellite Office)	Block 4, Maranon Village Avenue, Pantua St., Koronadal City, South Cotabato (6.492781, 124.841569)	6.492781, 124.841569
38	SWAD Sultan Kudarat Province	ABE BLDG Bonifacio Street Poblacion, Tacurong City	6.691303; 124.675407
39	SWAD Cotabato City	San Vicente Pansacala Old Panua Rd, Rosary Heights IX, Cotabato City (Landmark : Safe haven Catering)	7.205045, 124.234401
40	SWAD North Cotabato Province	JMD Real Estate Lessor, Estanal, Brgy Sudapin, Kidapawan City	7.014339; 125.087564

DSWD FO CARAGA			
41	SWAD Surigao Del Norte	Malinao Bldg., Capitol Road, Brgy. Washington, Surigao City (9.784999, 125.491777)	9.784999, 125.491777
42	SWAD Surigao Del Sur	Seminar House, Poblacion, Tagbina, Surigao del Sur	8.417829, 126.227262
43	SWAD Agusan Del Sur	Naliyagan Building, Government Center, Patin-ay, Prosperidad, Agusan del Sur	
DSWD FO NCR			
44	CIU Gastambide	715 Dalupan St., Gastambide, Sampaloc, Manila	14.603949, 120.989791

4. Provincial Operations Offices (POOs)

	POO	Address	Coordinates
DSWD FO 1			
1	POO Ilocos Norte	3rd floor JOMEL Building, P. Acosta Street Barangay 14, Laoag City, Ilocos Norte	18.19763 , 120.596194
2	POO Ilocos Sur	3rd Floor Luisa Building, Quezon Avenue, Vigan City, Ilocos Sur	17.572211, 120.385835
3	POO La Union	3rd flr Kenny Plaza, Quezon Ave. City of San Fernando, La Union (16.61249, 120.31633)	16.61249, 120.31633
4	POO Pangasinan Dagupan	Nable Street Pantal, Dagupan City, Pangasinan (16.046690, 120.340662)	16.046690, 120.340662
5	POO Pangasinan Urdaneta	Nable Street Pantal, Dagupan City, Pangasinan (16.046690, 120.340662)	16.046690, 120.340662
6	La Union RPMO	3rd flr Kenny Plaza, Quezon Ave. City of San Fernando, La Union (16.61249, 120.31633)	16.61249, 120.31633
DSWD FO 2			
7	POO Isabela	DSWD SWAD Isabela. Brgy Alibago, Ilagan City, Isabela (17.105212, 121.867765)	17.105212, 121.867765
8	POO Cagayan	DSWD Building , Main Ave, San Gabriel, Tuguegarao, 3500 Cagayan (new add)	17.622489, 121.720834
9	POO Nueva Vizcaya	Barangay Don Mariano Perez, Bayombong, Nueva Vizcaya Landmark: National Highway, Near Caltex Gasoline Station adjacent to Jollibee (16.485711, 121.145004)	16.485711, 121.145004
10	POO Quirino	PSWDO Building, Capitol Hills, Cabarroguis, Quirino	16.524406, 121.519494

	POO	Address	Coordinates
	DSWD FO 3		
11	Nueva Ecija POO1	Morales Bldg. 3rdFloor Mabini Street Extension, Cabanatuan City (Near Wesleyan University), Nueva Ecija - (POO 1)	15.485052, 120.976013
12	Nueva Ecija POO2	Morales Bldg. 3rdFloor Mabini Street Extension, Cabanatuan City (Near Wesleyan University), Nueva Ecija - (POO 2)	15.485052, 120.976013
13	Bulacan POO1	DSWD – SWAD Bulacan, Capitol Compound Malolos city – POO 1	14.855959, 120.813734
14	Bulacan POO2	DSWD – SWAD Bulacan, Capitol Compound Malolos City – POO 2	14.855959, 120.813734
15	POO Aurora	Amihan Suclayin room 103, Barangay Suclayin, Baler, Aurora	15°45'27.88 121°33'36.04
16	POO Zambales	SWAD Office - Zambales Gordon Avenue Corner 10th St., Barangay Asinan, Near - ASIANA Hotel	14.826882, 120.283711
17	POO Bataan	Palihan Public Market, Hermosa, Bataan	14.843020, 120.475055
18	POO Tarlac City	A & R Bldg. Zamora St., San Roque Tarlac City. Landmark in front of Capitol Gardens	15.481249, 120.594119
19	POO Pampanga	Rosal St., San Isidro Village, San Isidro, City of San Fernando, Pampanga	15.055217, 120.659173
	DSWD FO 4-A		
20	POO Quezon Province	QPGOE MPC Bldg., Genes Aguilar St. Capitol Compound, Brgy. 10, Lucena City	13.9288495, 121.6136708
21	POO Batangas Province	2nd Flr. TOP Business Center Brgy., Marawoy, Lipa City, Batangas	13.9574288, 121.1652709
22	POO Cavite Province	Ground Floor, National Agency Center, New City Hall, Molino Blvd., Bacoor City, Cavite	14.4160154, 120.9069949
23	POO Rizal	Ynares Capitol Annex Bldg. Circumferential Rd. Cor. P. Oliveros St., Ynares Center Complex, Antipolo City (14.5852, 121.1686)	14.5852222, 121.1686724
24	POO Laguna	G. De Leon St., Brgy. Pagsawitan, Sta. Cruz, Laguna (PDRRMO), in front of laguna medical center /provincial hospital	14.2783824, 121.4106138
	DSWD FO 4-B		
25	POO Romblon	2ND FLOOR SERVANEZ BLDG. GEN. LUNA STREET BARANGAY LIWAYWAY, ODIONGAN	12.402, 121.992

	POO	Address	Coordinates
		ROMBLON(BESIDE MUNICIPAL HALL OFFICE)	
26	POO Occidental Mindoro	M.H. DEL PILAR STREET BARANGAY 7, SAN JOSE, OCCIDENTAL MINDORO (NEAR RED CROSS OFFICE)	
27	POO Oriental Mindoro	L&A Bldg. J.P Rizal St. brgy. San Vicente East, Calapan City Oriental Mindoro (POO)	
28	POO Marinduque	Capitol Compound Brgy. Santol, Boac, Marinduque (121.828121,13.441807)	121.828121, 13.441807
29	POO Palawan	Palawan, G7 Bldg. Unit 2/2nd floor 131 National Highway San Pedro Puerto, Princesa City Palawan	9.739875, 118.768909
DSWD FO 5			
30	POO Albay	3rd flr. ANST Building II Rizal St. Brgy 14, Old Albay, Legazpi city	13.139848, 123.734884
31	POO Camarines Norte	3rd Flr. LJR Bldg. J. Lukban St. cor. Carlos II St. Daet, Camarines Norte	14. 11144, 122.95454
32	POO Camarines Sur	DSWD Building Satellite Office, 2nd Floor Jacob Extension, Tupaz St. Brgy Libolon Naga City Camarines Sur	13.6391 123.28055
33	POO Catanduanes	Amenia Bldg. San Juan, Virac Catanduanes	13.58486, 124.20658
34	POO Masbate	Sitio Matungaw, Brgy. Tugbo, Masbate City	12.354225 123.632191
35	POO Sorsogon	#5 NER Bldg., M.Santos St., Brgy Porvorista, Sorsogon City 4700	12.9704, 124.0056
DSWD FO 6			
36	POO Aklan	Acebedo St. Cor. F. Quimpo, Kalibo, Aklan	11.70754, 122.3643
37	POO Antique	Brgy. 8 Del Pilar St. San Jose de Buenavista, Antique	10.742293, 121.944850
38	POO Guimaras	2nd flr, Gayas Bldg., New Site, San Miguel, Jordan	10.59252, 122.57687
39	POO Iloilo	GT Mall, Ungka 2, Pavia, Iloilo	10.72015, 122.56211
40	POO Capiz	Berfue East Building, Elemar Arcade, San Roque Ext. Roxas City, Capiz	11.5833, 122.75
41	POO Bacolod City	HANDUMANAN PROPERTIES, BURGOS SAN JUAN ST., BACOLOD CITY, NEGROS, NEGROS OCCIDENTAL, 6100, PHILIPPINES	10.6725730, 122.9479210

	POO	Address	Coordinates
42	POO Kabankalan City	Rizal St., Brgy. 7, Kabankalan City, Negros Occidental 6111	9.98767, 122.8145817
DSWD FO 7			
43	POO Bohol	0206 Mariano M. Paras Street, Poblacion III, Tagbilaran City 6300	
44	POO Cebu	Mezzanine Floor,L.D.M. Bldg.,Legazpi St., Cebu City	10.308717, 123.907608
45	POO Negros Oriental	Door 5, Solon apartment, Bantayan, Dumaguete City	9.312636, 123.299467
46	POO Cebu Cluster 1	2NDFLOOR OF YAKULT OFFICE, TUBOD VALLADOLID, CARCAR CITY	10.115111 123.639956
47	POO Cebu Cluster 2	At the Back of Ma. Soledad Building, Inayagan City of Naga, Cebu ground floor 1st door	10.407782 123.986881
48	POO Cebu Cluster3	Mezzanine Floor,L.D.M. Bldg.,Legazpi St., Cebu City	10.235961,123.7727 23
49	POO Cebu Cluster 4	2nd Floor San Mateo Arcade, Cornerian, Brgy Poblacion, Compostela, Cebu	10.3132939, 123.9087053
50	POO Cebu Cluster 5 (Bogo)	ROOM 210, SIM BLDG., P. RODRIGUEZ ST., BRGY. LA PURÍSIMA CONCEPCIÓN, BOGO CITY, CEBU	11.048935 123.998688
51	POO Bohol Cluster 2 (Tubigon)	2nd Floor Reynaldo Corsiga Commercial Building, DSWD Pantawid Bohol, Potohan Tubigon, Bohol	9.945494 123.960304
52	POO Bohol Cluster 1	3rd Floor Yucon Building, J.A. Clarin St., Tagbilaran City (9.643020, 123.860250)	9.643020 123.860250
53	POO North Cluster Office, Negros Oriental	Ground Floor, LBP Warehouse (MAMPUCI Bldg.) National Highway, Brgy. Sundoan, Manjuyod, Negros Oriental	9.067178; 123.032613
54	POO South Cluster Office, Negros Oriental	Convention Center, Capitol Area, Dumaguete City	9.312988; 123.299703
55	POO Siquijor	Brgy. Pangi Siquijor, Siquijor	9.215989; 123.521006
DSWD FO 8			
56	POO Leyte Cluster Office 2	FO 8 Government Center, Palo, leyte	11.209473, 125.009271
57	POO Leyte Cluster Office1	FO 8 Government Center, Palo, leyte	11.209473, 125.009271
58	POO Leyte Provincial Office	Fatima, Picas, Tacloban,Leyte	11.209473, 125.009271

	POO	Address	Coordinates
59	POO Western Samar Provincial Office 1	3rd floor Moratal Building Corner San Francisco and Mabini St. Catbalogan City	11.777506, 124.882217
60	POO Western Samar Cluster Office	3rd floor Moratal Building (Provincial Office Address) Corner San Francisco and Mabini St. Catbalogan City	11.777506, 124.882217
61	POO Northern Samar Provincial Office1	2F Arnold Chin Bldg, 164 Mabini St., Brgy Jose Abad Santos, Catarman, Northern Samar	12.504222, 124.632856
62	POO Northern Samar Provincial Office2	2F Arnold Chin Bldg, 164 Mabini St., Brgy Jose Abad Santos, Catarman, Northern Samar	12.504222, 124.632856
63	POO Northern Samar Cluster Office 1	DSWD FO VIII, Regional Resources Operation Center, Candahug,Palo, Leyte	12.497853, 124.63975
64	POO Eastern Samar	3rd Floor, China Bank Building, (Provincial Office Address) Brgy. Balud 2, Borongan City, Eastern Samar	11.609122, 125.431744
65	POO Southern Leyte	Additional Address Information: Provincial Ceramic Center, Brgy Asuncion, Maasin City	10.131264, 124.860141
66	POO Biliran	Hospital Drive, Castin St., Naval Biliran (Bldg owned by Jesus Naquila; beside Western Union)	11.557949, 124.396120
DSWD FO 9			
67	POO Ipil, Zamboanga Sibugay	DSWD SWADT Office - Ipil, Ipil Heights, Ipil, Zamboanga Sibugay	7.785907, 122.580529
68	POO Pagadian City, Zamboanga del Sur	DSWD SWADT Pagadian E. de Siete Street, Balangasan Pagadian City	
69	POO Dipolog, Zamboanga del Norte	Pantawid Pamilya POO Miputak Bridge, Sta. Isabel (Near Police Station & DTI Building) Dipolog City, Zamboanga del Norte	
70	POO Liloy, Zamboanga del Norte	Baybay, Liloy, Zamboanga del Norte	8.121879, 122.675414
71	POO Zamboanga /Isabela Provincial Operations Office	Regional Youth Hostel, Department of Social Welfare and Development, Santa. Barbara, Zamboanga City	6.9037777, 122.08145
DSWD FO 10			
72	POO Bukidnon Province	4Ps Office, Old Provincial Hospital, Provincial Capitol, MalaybalayCity	8.154611, 125.133030
73	POO Camiguin Province	2nd Floor, Sagrado Residence Balbagon, Mambajao, Camiguin	9.247241, 124.723317
74	POO Misamis Oriental	Suite 2, 2nd Floor UHRHC Building Macasandig, Cagayan de Oro City	8.454236, 124.631898

	POO	Address	Coordinates
75	POO Misamis Occidental	Gov. Anselmo Bernard St., Poblacion 1, Oroquieta City, Misamis Occidental	8.459527, 123.80065
76	POO Lanao del Norte	Kwan Residence, Quezon Avenue Poblacion, Tubod, Lanao del Norte	8.04415, 123.795403
DSWD FO 11			
77	Davao del Norte, Tagum City POO1	Ground Floor Mariano Ramos Building , Bonifacio St., Tagum City	7.446595, 125.803392
78	Davao del Norte, Tagum City POO2	Macario P. Bermudez St. (next to Tarpaulin, Photocopy, Sticker), Tagum City (7.440435,125.806516)	7.440435, 125.806516
79	POO Davao del Sur, Digos City	2nd Floor Wilvil Building corner G. Lim, 6th St (near AMESCO)	6.742965, 125.360934
80	POO Compostela Valley, Nabunturan (Davao de Oro)	Purok 14, Poblacion, Nabunturan, Davao de Oro (near Comval Hotel along national highway)	7.604708, 125.96865
81	POO Davao Oriental, Mati City	Old Mansion House, Capitol Hills, Mati City, Davao Oriental	6.948308, 126.22620
82	POO Davao Del Sur, Davao City	3rd floor G.Cam building cor. Monteverde Bangoy St. Davao City	7.075718, 125.624271
83	POO Davao Occidental, Malita	2nd Floor Abbes Marketing Building, Poblacion, Malita, Davao Occidental (6.411677, 125.613125)	6.411775, 125.613179
DSWD FO 12			
84	POO Sarangani Province	Provincial Capitol, Alabel, Sarangani Province (in front of LBP)	6.102696, 125.271857
85	POO South Cotabato	B14, 2nd Floor South Cotabato Gymnasium and Cultural Center, Alunan Ave. Koronadal City (6.497677, 124.840798)	6.497677, 124.840798
86	POO Sultan Kudarat	DSWD PCO3 Sultan Kudarat Provincial Cluster Office, Diosdado Macapagal Gymnasium, Isulan Tacurong Road, Isulan, Sultan Kudarat Province (6.645531, 124.610582)	6.645531, 124.610582
87	POO North Cotabato	Capitol Annex Bldg., Amas, Kidapawan City, North Cotabato	7.062536, 124.967975
DSWD FO BARMM			
88	POO Maguindanao	ORG Compound, Gov. Gutierrez, Cotabato City	7.198717, 124.247457
89	POO Lanao Del Sur	MSSD Provincial Office, Capitol Compound, Marawi City (8.011208, 124.277921)	8.011208, 124.277921
90	POO Zamboanga Satellite Office	233 Don Toribio Street, Brgy. Tetuan (cornering Natividad street),	6. 91968, 122.09076

	POO	Address	Coordinates
		Zamboanga City. (6. 91968, 122.09076)	
91	POO Basilan (Basilan PSEC-PSWO)	PEO Compound Isabela, Basilan	6°42'43.0"N 121°58'36.2"E
92	POO Sulu (DSWD ARMM Provincial Office)	Sulu Provincial Branch (Original Building)Marina Street, Jolo	6.054691, 121.001433
93	POO Tawi-Tawi	2nd Floor SMA Building Datu Halun St. Bongao Poblacion, Bongao, Tawi-Tawi	5.032, 119.772667
94	POO DSWD Maguindanao (4Ps Operations Office)	SPDA Village Datu Odin Sinsuat, Cotabato City, Maguindanao	7.223088, 124.249496
DSWD FO CAR			
95	POO Benguet	4/F Project Luke Foundation Building, Leonard Wood Rd., Engrs. Hill, Baguio City	16.408883, 120.60275275
96	POO Apayao	T'roy Pearl Building, #58 Aglipay Road, Poblacion, Luna, Apayao	18.3357748, 121.3650854
97	POO Abra	S&E Rosario Building, 2nd Flr, Bariquir St., Brgy Zone 5, Bangued, Abra (17.601944, 120.619444)	17.601944, 120.619444)
98	POO Ifugao	Pedralta Hotel (basement), Motorpool, Poblacion West,Lagawe, Ifugao near KGI Hotel and in front of DPWH-District 1	16.795759, 121.12356
99	POO Kalinga	2nd Flr, Golda's House, Baling Street, Purok 3, Bulanao, City of Tabuk, Kalinga	17.413368, 121.444052
100	POO Mt. Province	Lam-en Residence, Poblacion, Bontoc Mt. Province	17.08916664, 120.9783630
DSWD FO CARAGA			
101	POO Agusan Del Norte	DSWD Pantawid Pamilya Provincial Operations Office, Marcon Building, Capitol Drive, Butuan City	8.9416229, 125.5344451
102	POO Agusan Del Sur	Naliyagan Building, Government Center, Patin-ay, Prosperidad, Agusan del Sur (8.548029, 125.940004)	8.331765, 125.564215
103	POO Surigao Del Norte (Sports Complex)	Door 6, Provincial Sports Complex, Rizal St., Washington, Surigao City	9.787092, 125.492523
104	POO Surigao Del Norte (satellite office)	DSWD Satellite Office, Door 7, Provincial Sports Complex, Rizal St., Washington, Surigao City	9.784959, 125.491840
105	POO Surigao Del Sur	Red Cross Bldg., Capitol Hills, Telaje, Capitol Road, Tandag City	9.41132, 126.113127

	POO	Address	Coordinates
106	POO Dinagat Islands	Precious Jade Building Purok 1, Brgy. Poblacion, San Jose, Dinagat Islands	10.00805, 125.569397
DSWD FO NCR			
107	POO District 1, Tondo 1	Plaza Morga Sta. Maria extension cor., Zamora st. Brgy. 6, Tondo Manila	
108	POO District 2, Tondo 2	District II - Immaculada st. 1st flr. TESDA Bldg., 232, Tondo II, Manila	14.617964, 120.975563
109	POO District 3, Sta. Cruz	District III - Alvarez St., Brgy. 334, Sta. Cruz, Manila	14.612265, 120.983223
110	POO District 4, Sampaloc	District IV - 1838 Algericas St. cor., G. Tuazon St. Balic-Balic, Brgy. 422, Sampaloc, Manila	14.606712, 121.002245
111	POO District 5, Paco	District V - Sagat St., Brgy. 685, Paco, Manila (2nd flr., Bahay Kalinga)	14.578389, 120.996700
112	POO District 6, Paco	District VI - Sagat St., Brgy. 685, Paco, Manila (1st flr., Bahay Kalinga)	14.578389, 120.996700
113	POO Baseco	Blk 2, Habitat Multi purpose Hall Bldg. 14.591, 120.961)	14.591, 120.961
114	POO District 1, Masambong	District 1 - Malac st. Barangay Masambong, Q.C. longlat: (14.641280, 121.010982)	14.641280, 121.010982
115	POO District 2, Holy Spirit	Social Development Center (SDC) Faustino St.,Brgy. Holy Spirit,Quezon City	
116	POO District 3, Project 4	District III – Multi Purpose Hall Magat Salamat Street Brgy. Marilag, Project 4, Quezon City; Multi Purpose Hall 345 P. Tuazon Blvd., Brgy. Marilag, Proj. 4 QC	14.622636, 121.067957
117	POO District 4, Silencio	District IV 64 Silencio St., Santol Brgy. Hall Quezon City - Previous Kamuning	
118	POO District 5, Novaliches	District V – Novaliches District Center Mini City Hall, Jordan Plains, Novaliches, Quezon City	
119	POO District 6, Tandang Sora	District VI Don Jose St., Tandang Sora QC. along Mindanao Ave.	
120	POO Caloocan South	New Caloocan City Hall, 9th ave.East Grace Park, Caloocan City	
121	POO Bagong Silang	Bagong Silang, Auditorium Covered Court, Ph1, Package 1, Bagong Silang Caloocan City	14.774725, 121.044978
122	POO Caloocan North, Tala	Glorieta Park AmphiTheater, Brgy. 187 Tala Caloocan City	

	POO	Address	Coordinates
123	POO Valenzuela	35 Center, Karuhatan Rd, Valenzuela, 1441 Metro Manila	14.692099, 120.969136
124	POO Navotas	J.P Burgos St.,Project 4, Quezon City (RSW)	
125	POO Malabon	Alabang, Zapote Rd.,Muntinlupa City (Elsie Gaches Village /EGV)	
126	POO Pasay	St. Peter St., Brgy 179, Pasay City (14.530104, 121.008)	14.530104, 121.008
127	POO Makati	Makati City Hall - J.P. Rizal St. Brgy Poblacion, Makati, baba ng Makati City Hall Gen, Pio Del Pilar National High School 2nd Floor, Pantawid Office	14.570003, 121.026752
128	POO Pateros	Pateros City Hall - G. Borja St., Brgy Aguho, MSWD Ground Floor, Pateros	14.542079, 121.064631
129	POO Marikina	Old Lobby, Marikina Sports Center, West Quadrangle, 2nd Flr Shoe Ave., Brgy. Sta Elena	14.635380, 121.098886
130	POO Pasig	Bahay Aruga, Pasig Social Welfare Department\ Pasig City Hall - Caruncho Avenue, San Nicolas Pasig 4th floor	14.559476, 121.081325
131	POO Mandaluyong	315 Maysilo Cir, Mandaluyong	14.577739, 121.033654
132	POO Las Piñas	Alabang–Zapote Road, MSWD (Pantawid Office)	14.450680, 120982563
133	POO Muntinlupa	Manila S Rd, Putatan, SSDD Pantawid Office	14.395035, 121.044174
134	POO Parañaque	San Antonio Ave, San Antonio MSWD Pantawid Office	14.470608, 121.022260
135	POO Taguig	Taguig City Hall, Gen A. Luna St.	121.0695783, 14.5286151
136	POO Caloocan	3rd floor, New bldg. Caloocan north City Hall	14.75011, 121.05386

5. Centers and Residential Care Facilities

	Center	Address	Coordinates
	DSWD FO 1		
1	Regional Rehabilitation Center for the Youth (RRCY)	National Highway, Urayong, Bauang, La Union	16.463934, 120.335546
2	Haven for Children	Russia St., Bonuan, Binloc, Dagupan City, Pangasinan	16.105016, 120.375293

	Center	Address	Coordinates
3	Haven for Women	Russia St., Bunuan, Binloc, Dagupan City, Pangasinan	16.105543, 120.375584
4	Home for Girls	San Nicolas West, Agoon, La Union 2504	16.314208, 120.348330
5	Area Vocational Rehabilitation Center (AVRC I)	Russia St., Bonuan, Binloc, Dagupan City, Pangasinan (since 2018)	16.105988, 120.376011
DSWD FO 2			
6	Reception and Study Center for Children (RSCC)	Maddarulug, Solana, Cagayan	17.628418, 121.680275
7	Haven for Women and Girls	Maddarulug, Solana, Cagayan	17.628582, 121.679460
8	Regional Rehabilitation Center for the Youth (RRCY)	Brgy. Roma Norte, Enrile, Cagayan, 3501	17.523392, 121.686296
DSWD FO 3			
9	Reception and Study Center for Children (RSCC)	Prado Siongco, Lubao, Pampanga 2005	14.868262 120.514582
10	Tarlac Lingap Center	San Juan de Mata, Tarlac City 2300	15.532994, 120.534962
11	Regional Rehabilitation Center for the Youth (RRCY)	Ayala Magalang, Pampanga 2011	15.225294, 120.706915
12	Regional Home For Girls -N. Ecija	Singalat, Palayan City, Nueva Ecija 3132	15.33595 121.5874
13	Tarlac Home for Women	Provincial Hospital Compound, San Vicente., Tarlac City	15.28366 120.35179
14	Haven for Girls Pampanga	PAC Compound, Bliss I, San Vicente, Magalang, Pampanga	15.0277464 120.6752154
15	Accelerating Minor's Opportunity for Recovery (AMOR) Village	San Francisco, Anao, Tarlac	15.43303 120.36492
DSWD FO 4-A			
16	National Training School for Boys (NTSB)	Sampaloc, Tanay, Rizal 1980	
17	Haven for Women and Girls	Agricultural Compound, Poblacion, Rosario, Batangas	
18	Bahay Tuluyan/HFG	DBB-B Dasmariñas, Cavite 4115	
19	Haven for Elderly	Sampaloc, Tanay, Rizal 1980 ; and Misamis Ext., Bago Bantay, Quezon City	

	Center	Address	Coordinates
DSWD FO 4-B			
20	MIMAROPA Youth Center (MYC)	Poblacion, Bansud, Oriental Mindoro 5210	12.86173, 121.451391
DSWD FO 5			
21	Reception and Study Center for Children (RSCC)	DSWD Complex, Nasisi, Ligao City 4504	13.258028, 123.585722
22	Regional Rehabilitation Center for the Youth (RRCY)	OLV, Pangpang, Sorsogon City	12.982029, 123.984737
23	Haven for Women and Girls	DSWD Complex, Nasisi, Ligao, Albay City 4504	13.258028, 123.585722
DSWD FO 6			
24	Home for Girls	Brgy. Pungtod, Cabatuan, Iloilo 5031	10.8700590, 122.497261
25	Regional Rehabilitation Center for the Youth (RRCY)	Concordia, Nueva Valencia, Guimaras 5046	10.5139214644194 96, 122.559054431274 49
26	Regional Center for Women	Brgy Wari-Wari, New Lucena, Iloilo 5005	10.8834612828900 66, 122.575048998489 36
DSWD FO 7			
27	Reception and Study Center for Children (RSCC)	Camomot Franza Rd. Katipunan, Labangon, Cebu City	10.300010, 123.882378
28	Home for Girls	Camomot Franza Road, Labangon, Cebu City	10.300211, 123.882110
29	Regional Rehabilitation Center for the Youth (RRCY)	Candabong, Binlod, Argao, Cebu	9.868267, 123.578897
30	Haven for Women	Camomot Franza Road, Labangon, Cebu City	10.299369, 123.883601
31	Area Vocational Rehabilitation Center (AVRC II)	Camomot Franza Road, Labangon, Cebu City	10.299387, 123.883246
DSWD FO 8			
32	Reception and Study Center for Children (RSCC)	Brgy. Pawing, Palo, Leyte 6501	11.181375, 125.003450
33	Home for Girls	Brgy. Pawing, Palo, Leyte 6501	11.181717, 125.003492

	Center	Address	Coordinates
34	Regional Rehabilitation Center for the Youth (RRCY)	Sto Niño, Tanauan, Leyte	11.103011, 125.019373
35	Haven for Women	Brgy. Pawing, Palo, Leyte 6501	11.181566, 125.003890
DSWD FO 9			
36	Reception and Study Center for Children (RSCC)	Purok 1, Mampang, Zamboanga City	
37	Balay Dangpanan sa Kabataan (BDSK)- Home for Girls	Anastacio, Polanco, Zamboanga del Norte	
38	Regional Rehabilitation Center for the Youth (RRCY)	Anastacio, Polanco, Zamboanga del Norte	
39	Home for the Elderly	Logoy Diutay, Talon-Talon, Zamboanga City	
40	Home for Women	Purok 1, Mampang, Zamboanga City	
41	Processing Center for Displaced Person	Purok 1, Mampang, Zamboanga City	
42	AVRC III	Logoy Diutay, Mampang, Zamboanga City	
DSWD FO 10			
43	Reception and Study Center for Children (RSCC)	DSWD FO 10 Compound, Masterson Avenue, Upper Carmen, Cagayan De Oro City	8.4464575, 124.621401399999 97
44	Home for Girls	DSWD FO 10 Compound, Masterson Avenue, Upper Carmen, CDO	
45	Regional Rehabilitation Center for the Youth (RRCY)	Cahulogan, Gingoog City, Misamis Oriental 9014	8.823125, 125.097300000000 02
46	Haven for Women	Zone 1, Alae, Manolo Fortich, Bukidnon	8.4464575, 124.621401399999 97
DSWD FO 11			
47	Reception and Study Center for Children (RSCC)	Friendship Road, SPMC Compound, Bajada, Davao City	
48	Regional Rehabilitation Center for the Youth (RRCY)	Purok 7, Bago Oshiro, Tugbok District, Davao City (7.081916, 125.490657)	7.081916, 125.490657
49	Home for Girls and Women	City Jail Road, Maa, Davao City	

	Center	Address	Coordinates
50	Home for the Aged	Purok Talisay II, Visayan Village, Tagum City, Davao Del Norte	
51	Center for Children with Special Needs (CCSN)	Apokon (at the back of New City Hall), Tagum City	7.4404, 125.82828
DSWD FO 12			
52	Reception and Study Center for Children (RSCC)	Purok Nursery, Brgy. Maibo, Tantangan, South Cotabato	6.550797, 124.783164
53	Home for Girls	Purok 33 Rd, Brgy San Felipe, Tangtangan, South Cotabato	6.524471, 124.811335
54	Center for the Handicapped	San Isidro Ave., Rosary Heights 10, Cotabato City	7.204807, 124.238135
55	Regional Rehabilitation Center for the Youth (RRCY)	Brgy Bukay Pait, Tantangan, South Cotabato	6.557676, 124.766497
DSWD FO CARAGA			
56	Home for Girls	Purok 4, Barangay Bonbon, Butuan City	8.930898, 125.506516
57	Regional Rehabilitation Center for the Youth (RRCY)	Government Center, Capitol Compound, Patin-ay, Prosperidad, Agusan Del Sur	8.556234, 125.944326
DWSD FO CAR			
58	Reception and Study Center for Children (RSCC)	MB 007 Puguis, La Trinidad, Benguet 2601	16.452951, 120.572837
59	Haven for Women and Girls	#40 North Drive, Baguio City 2600	16.408442, 120.600990
60	Regional Rehabilitation Center for the Youth (RRCY)	Sitio Payda, Bayabas, Sablan, Benguet	16.463765, 120.486902
DSWD FO NCR			
61	Elsie Gaches Village	Alabang, Zapote Rd., Muntinlupa City	14.427091, 121.029938
62	Haven for Children	Alabang, Zapote Rd., Muntinlupa City	14.425407, 121.030414
63	Marillac Hills	Northgate Ave., Filinvest, Muntinlupa City	14.424996, 121.036027
64	Haven for Women	Northgate Ave., Filinvest, Muntinlupa City	14.426201, 121.036691
65	Sanctuary Center	Welfare Village Compound, Acacia Lane, Mandaluyong, City	14.582706, 121.032731

	Center	Address	Coordinates
66	Nayon ng Kabataan	Brgy. Addition Hills, Mandaluyong City	14.584464, 121.035675
67	Jose Fabella Center	Correctional Rd., Mandaluyong City	14.585682, 121.040865
68	RSW	J.P Burgos St., Project 4, Quezon City	14.626611, 121.073246
69	GRACES	Misamis St., Bago Bantay, Quezon City	14.658029, 121.031232
70	NVRC	J.P Burgos St., Project 4, Quezon City	14.626848, 121.072173
71	RSCC	Bago Bantay, Quezon City	14.6598, 121.030

6. **DSWD Warehouse Hubs**

	Warehouse	Address	Coordinates
1	DSWD RROC 8	Behind DTI Regional Office, Pawing, Palo, Leyte	11.175533, 125.001003
2	VDRC	Wicker and Vine Compound, B.Suico St., Upper Tingub, Mandaue City	10.359048, 123.933742
3	FO CAR Warehouse	SN Oriental Bldg., #1 Palmville, Puguis, La Trinidad, Benguet	16.451486, 120.576668
4	Regional Resource Operation Center (RROC 11)	Manambulan - UP Mindanao Road, Tugbok	7.082938, 125.490038

7. **Training Center**

	Training Center	Address	Coordinates
	FO CAR Training Center	Quinto Valley, Engineers Hill, Baguio City	16.408898, 120.602509

Note: The names and contact numbers of the specific focal persons in the DSWD Central Office, Field Offices, Provincial Operations Offices, SWAD Offices, Centers and Institutions, Warehouse Hubs and Training Center will be given to the awarded Service Provider. *(In coordination with the ICTMS.)*

Name: _____

Legal Capacity: _____

Signature: _____

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

Date: _____

Section VII. Technical Specifications

Technical Specifications

DSWD Specifications	Bidder’s Specifications ¹
<p>Subscription to Managed Network Services for DSWD Programs and Services</p> <p>1. INTERNET SERVICES</p> <p>1.1. Delivery Sites (<i>see Section VI. Schedule of Requirements for the Addresses</i>)</p> <p> 1.1.1. DSWD Central Office</p> <p> 1.1.2. 16 DSWD Field Offices</p> <p> 1.1.3. Pantawid Training Center</p> <p>1.2. Symmetric Committed Information Rate (CIR)</p> <p> 1.2.1. DSWD Central Office – 500 mbps</p> <p> 1.2.2. 16 DSWD Field Offices – 100 mbps (each)</p> <p> 1.2.3. Pantawid Training Center – 50 mbps</p> <p>1.3. Service Level Commitment for latency:</p> <p> 1.3.1. POP-to-POP Latency: less than 100 ms</p> <p> 1.3.2. Packet loss: Less than 1% (Ave. over 1000 ping) at any given point in time</p> <p>1.4. Must provide a /29 public for each Field Office</p>	<p>Brand:</p> <p>Model:</p> <p>Detailed Specifications:</p>

¹ **IMPORTANT NOTE:** Detailed Specifications must be provided. 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.

<p>1.4.1. Inclusive of conduits and in-house wiring</p> <p>1.4.2. Inclusive of all needed customer premise equipment such as data cabinets, modem, router, media converter, and transceiver</p> <p>1.4.3. The Service Provider shall provide 1 BGP router that will be managed and used by DSWD to peer with its ISPs. Each router should be capable of supporting at least 1gbps throughput, enough memory to cater full routes from two at least two ISPs and should have at least 4 physical interfaces/ports. IP and Data Licenses should be inclusive in the routers. The router will be deployed at DSWD Central Office.</p> <p>1.4.4. Should there be transfer of office in the future, the Service Provider should shoulder the transfer and installation costs.</p> <p>1.4.5. All hardware included in this project are not properties of DSWD and shall be returned to the Service Provider once the contract has ended/terminated.</p> <p>2. LEASED LINE SERVICE</p> <p>2.1. Delivery Sites (<i>see Section VI. Schedule of Requirements for the addresses and coordinates</i>)</p> <p>2.1.1. DSWD Central Office to NROC</p> <p>2.1.2. DSWD Central Office to SWADCAP</p> <p>2.1.3. DSWD FO 12 Old Office to DSWD FO 12 New Office</p> <p>2.2. Symmetric Committed Information Rate (CIR)</p> <p>2.2.1. DSWD Central Office to NROC – 30 mbps</p>	
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<p>2.2.2. DSWD Central Office to SWADCAP – 30 mbps</p> <p>2.2.3. DSWD FO 12 Old Office to DSWD FO 12 New Office – 100 mbps</p> <p>2.3. Termination point should be inside the data centers, data cabinets, or inside the office.</p> <p>2.4. Inclusive of all needed customer premise equipment such as modem, switches, routers, media converter, and transceiver</p> <p>2.5. Inclusive of conduits and in-house wiring</p> <p>2.6. Service Level Availability and Quality:</p> <p>2.6.1. Service Availability: 99.95%</p> <p>2.6.2. Iperf tests must be conducted to determine link throughput. UDP and TCP tests must not exceed 1% loss.</p> <p>2.6.3. Network Round-Trip Time: <10ms</p> <p>2.7. If the department requires additional bandwidth for certain sites, the service provider shall provide said additional bandwidth free of charge.</p> <p>2.8. If there will be additional sites that will require connectivity in the future, the service provider shall provide connectivity with the same bandwidth as above for up to 10 sites.</p> <p>2.9. All hardware included in this project are not properties of DSWD and shall be returned to the Service Provider once the contract has ended/terminated.</p> <p>3. INTERNET with VIRTUAL PRIVATE NETWORK SERVICES</p> <p>3.1. Delivery Sites (<i>see Section VI. Schedule of Requirements for the addresses and coordinates</i>)</p> <p>3.1.1. 136 POOs</p>	
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<ul style="list-style-type: none"> 3.1.2. 71 Centers and Residential Care Facilities 3.1.3. 44 SWAD Offices 3.1.4. FO CAR Training Center 3.1.5. DSWD FO 8 RROC 3.1.6. DSWD FO 11 RROC 3.1.7. DSWD FO 7 VDRC 3.2. Symmetric Committed Information Rate (CIR) for Internet Services <ul style="list-style-type: none"> 3.2.1. POOs – 10 mbps each 3.2.2. Centers and Residential Care Facilities – 10 mbps each 3.2.3. SWAD Offices – 10 mbps each 3.2.4. FO CAR Training Center – 10 mbps 3.2.5. FO 8 RROC – 10 mbps 3.2.6. DSWD FO 11 RROC – 10 mbps 3.2.7. VDRC – 10 mbps 3.3. Termination point should be inside the data centers, data cabinets, or inside the office. 3.4. Inclusive of all needed customer premise equipment such as modem, switches, routers, media converter, data cabinets, and transceivers (as applicable) 3.5. Inclusive of conduits, in-house wiring, and data cabinets 3.6. If the department requires additional bandwidth for certain sites, the service provider shall provide said additional bandwidth free of charge. At least 20% of the bandwidth for at least 10 sites to be upgraded should be provisioned should 	
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there be requirements for additional bandwidth.

3.7. If there will be additional sites that will require connectivity in the future, the service provider shall provide connectivity for free with the same bandwidth as above for up to 10 sites.

3.8. The Service Provider shall implement Software-Defined Wide Area Network between the Field Office and its respective sub-regional sites. The Software-Defined Wide Area Network shall have the following capabilities:

3.8.1. Build a VPN between the FO and its Sub-Regional Sites

3.8.2. Implement URL Filtering and Browsing Policies in the Sub-Regional Sites

3.8.3. Single Management/Portal for all the Sites

3.8.4. Inclusive of all hardware and software components to implement the said features

3.9. All hardware included in this project are not properties of DSWD and shall be returned to the Service Provider once the contract has ended/terminated.

4. MOBILE COMMUNICATION SERVICES

4.1. 55 lines of data communication plans with inclusive of the following services and devices:

4.1.1. Unlimited Data for both mobile phones and computers

4.1.2. In order for the above services to be used, the following devices should be included in the plan:

<p>4.1.2.1. 45 units of mobile communication plans with mobile phones</p> <p>4.1.2.1.1. Processor: Octa-core</p> <p>4.1.2.1.2. OS: at least Android 11</p> <p>4.1.2.1.3. Memory / RAM: at least 128GB, 8GB RAM</p> <p>4.1.2.1.4. Display: at least 6.7 inches Dynamic AMOLED 2X, 120Hz, HDR10+, 1300 nits</p> <p>4.1.2.1.5. Battery: at least 4800mAh</p> <p>4.1.2.1.6. Network: 5G</p> <p>4.1.2.1.7. Camera: at least - Back: 12MP, 64MP, 12MP; Front: 10MP</p> <p>4.1.2.2. 10 mobile communication plans with mobile computers for network and systems monitoring</p> <p>4.1.2.2.1. ≥13-inch LED-backlit display with IPS technology</p> <p>4.1.2.2.2. 8-core CPU, 8-core GPU, 16-core Neural Engine</p> <p>4.1.2.2.3. At least ≥512GB SSD Hard drive</p> <p>4.1.2.2.4. At least ≥16GB Memory</p> <p>4.1.2.2.5. With latest Unix-based operating system</p> <p>4.1.2.2.6. Battery Life: at least 10 hours for one (1) full charge</p> <p>4.2. All hardware included in this project are not properties of DSWD and shall be returned</p>	
--	--

to the Service Provider once the contract has ended/terminated.

5. ROLES AND RESPONSIBILITIES OF THE SERVICE PROVIDER

5.1. Pre-installation

- 5.1.1. The Service Provider should provide a Project Implementation Plan.
- 5.1.2. The Service Provider should provide a Responsibility Assignment Matrix.
- 5.1.3. Each project component must have an exclusive personnel to handle each component of the project.
- 5.1.4. The Team must possess expertise and experience in implementing each of the components of the whole project.

5.2. During Installation

- 5.2.1. The Service Provider, specifically the Project Manager, should provide a weekly status of the installation. Weekly meetings for updates should be conducted.
- 5.2.2. The Service Provider should provide a status report of the project in the form of charts/graphs.

5.3. Post Installation

- 5.3.1. The Service Provider should maintain that all network services and facilities are up and running 24/7.
- 5.3.2. The Service Provider should provide an escalation procedure in reporting faults and outages.
- 5.3.3. The Service Provider should immediately advise at least 48 hours in advance for any downtime occurrence or maintenance activities.

<p>5.3.4. The Service Provider cannot disconnect, even temporarily, any services for any reason, especially when billing and collections are processed longer than stated in the contract. The service provider will automatically be blacklisted if significant services are disabled without a 60 day notice and without due cause.</p> <p>5.3.5. Due causes are those that are beyond the control of the Service Provider e.g., fiber cuts, disasters, power outages.</p> <p>5.3.5.1. Significant services pertain to at least 10% of the total number of DSWD service points.</p> <p>5.3.6. If the department requires additional bandwidth for certain sites, the service provider shall provide said additional bandwidth free of charge.</p> <p>5.4. Management and Administration</p> <p>5.4.1. 24x7 Service Monitoring</p> <p>5.4.2. Recording of reported issues</p> <p>5.4.3. Creation of a trouble ticket</p> <p>5.4.4. Problem monitoring and escalation</p> <p>5.4.5. Technical support, troubleshooting, and issue resolution</p> <p>5.4.6. Preparation of incident reports</p> <p>5.4.7. Preparation of summary report on utilization, issues and resolution timeline, and services availability</p> <p>5.4.8. Capacity planning, requirements identification and recommendations to better improve performance of the</p>	
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network. All configurations (including future requirements/configurations that will be identified by DSWD) must be done by the service provider.

5.4.9. The Service Provider must follow the following Service Level Agreement:

5.4.9.1. The Service Provider shall maintain the following percentage of uptime per Month:

5.4.9.1.1. 99% DSWD Central Office, NROC, and SWADCAP

5.4.9.1.2. 97% DSWD Field Offices

5.4.9.1.3. 95% DSWD Sub Regional Sites

5.4.9.2. The Service Provider shall maintain a 24 x 7 service support.

5.4.9.3. 30 minutes for emergency tickets for the following categories

5.4.9.4. Service is down

5.4.9.5. Packet loss, high network latency

5.4.9.6. Routing issue

5.4.9.7. Two (2) hours response time for technical problems that require on-site services.

5.4.9.8. Four (4) hours issue resolution

5.4.9.9. Hardware/device replacement should be the next business day.

5.4.9.10. The Service Provider shall provide an Incident Report after resolving the issue.

5.5. Rebate for Service Interruptions and Outages

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

Length of Interruption	Rebate Factor
Less than 30 minutes	None
30-179 minutes	½ day
180-359 minutes	1 day
360-539 minutes	2 days
540-719 minutes	3 days
720-899 minutes	4 days
900 minutes - 1440 minutes	5 days

5.5.2. A total of 5 days service outages in a month shall be equivalent to non-payment of the next monthly billing statement.

6. QUALIFICATIONS OF SERVICE PROVIDER

6.1. The Service Provider should have done at least three (3) successful similar projects with certifications and proof of satisfactory service from the clients.

6.2. The Service Provider must have a Project Manager with 5 years experience in managing large-scale projects.

6.3. The Service Provider or its affiliates/partners must have dedicated experts and certified/licensed engineers such as CCNP or CCIE.

6.4. The Service Provider or its affiliates/partners must have an existing

Incident/Network Operation Center where network management is done.

7. TRANSFER OF TECHNOLOGY

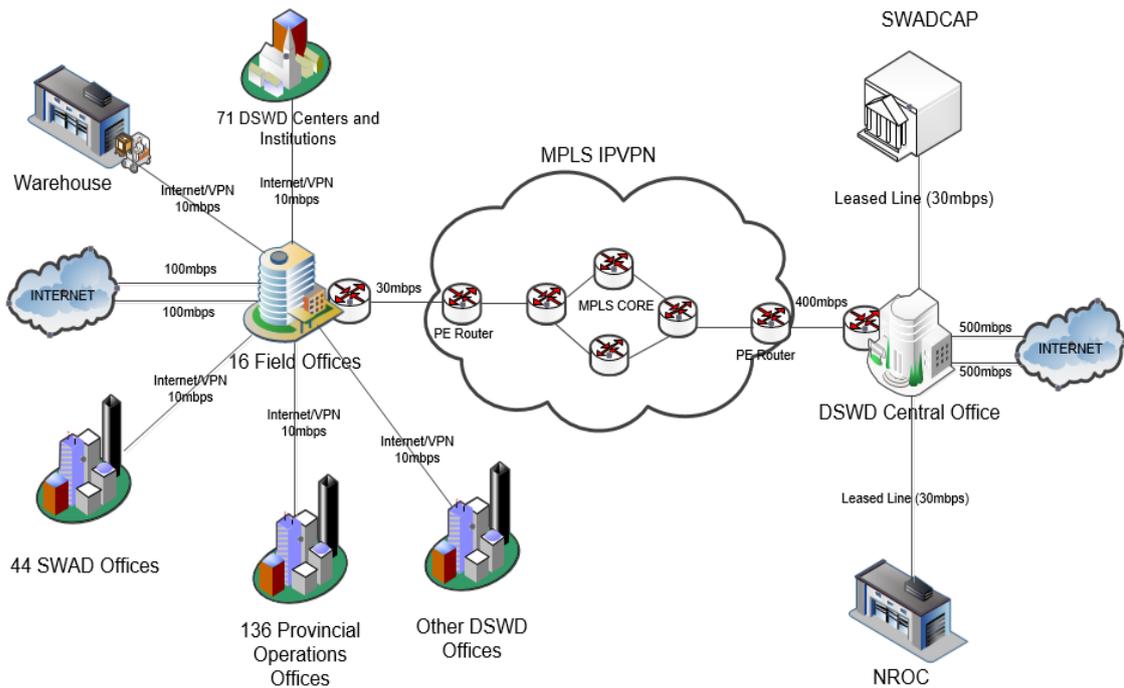
7.1. The Service Provider shall provide training on the SD WAN Technology used in this project for at least 6 pax, inclusive of exam vouchers, training venue, and accommodations.

8. NETWORK DIAGRAM

8.1. Refer to Annex “A” for the proposed network architecture

Annex “A”

NETWORK DIAGRAM



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 Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney in case of a single proprietorship; 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; **and**
- (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

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Bid Form

Date: _____

Invitation to Bid No.: GOP/21-DSWD-041

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 Abroad

Name of Bidder: _____

Invitation to Bid 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)

Name: _____

Legal Capacity: _____

Signature: _____

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

Date: _____

Price Schedule for Goods Offered from Within the Philippines

Name of Bidder: _____

Invitation to Bid 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 Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

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-041

Subscription to a Complete Hardware and Software Infrastructure Solution for Backup, Disaster Recovery, Storage and Archiving Solution as a Service for DSWD Central Office and Disaster Recovery Site

Particulars	Quantity	Unit Price (in PHP)	Total Price (in PHP)
Subscription to a Complete Hardware and Software Infrastructure Solution for Backup, Disaster Recovery, Storage and Archiving Solution as a Service for DSWD Central Office and Disaster Recovery Site	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

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

BID SECURING DECLARATION Invitation to Bid No.: *[Insert Reference 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

CONTRACT AGREEMENT

THIS AGREEMENT made the ____ day of _____ 20____ between **DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT** 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

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)² 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: _____

² 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).

