



BIDDING DOCUMENTS

For the

PROCUREMENT OF DIGITALIZATION PROJECT FOR THE SEC LIBRARY

Public Bidding No. 2023-011

Sixth Edition
July 2020

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the "*name of the Procuring Entity*" and "*address for bid submission*," should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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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

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



INVITATION TO BID FOR THE

PROCUREMENT OF DIGITALIZATION PROJECT FOR THE SEC LIBRARY

- The Securities and Exchange Commission (SEC), through the authorized appropriations under the **FY 2023 Approved Operating Budget of SEC** intends to apply the sum of **Five Million Five Hundred Thousand Pesos (Php 5,500,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the Project under **Public Bidding No. 2023-011**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Lot No.	Item Description	Approved Budget for the Contract	Price of Bidding Documents
1	Procurement of Server and other related equipment for the SEC Library	₱ 1,000,000.00	₱ 500.00
2	Digitization of SEC Issuances (Opinion, Memorandum Circulars, Manual of operations, Bulletin, etc.	₱ 2,000,000.00	₱ 1,000.00
3	Technical Specification for the Supply and Delivery of Integrated Library System (ILS) with RFID and Security System	₱ 2,500,000.00	₱ 1,000.00

- SEC now invites bids for the above procurement project. Delivery of the Goods is required in FY-2023 as specified in Section VI (Schedule of Requirement) of the Bidding Document. 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.
- Bidding will be conducted through open competitive bidding procedures using a nondiscretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA 9184).

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or corporations 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 5183.

4. Prospective bidders may obtain further information from the BAC Secretariat and inspect the Bidding Documents at the address given below during office hours from 9:00 a.m. to 4:00 p.m.
5. A complete set of Bidding Document may be acquired by Interested Bidders on **October 6, 2023** from the given address and websites below and upon payment of applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB in the amount stated above. The Procuring Entity shall allow the bidder to present its proof of payment for the fees which will be presented in person, by facsimile, or through electronic means.
6. It may downloadable free of charge from the Philippines Government Electronic Procurement System (PhilGEPS) and SEC websites, provided that the bidders shall pay the applicable fee for the Bidding Document not later than the submission of their bids.

The prospective bidders are advised to send an email at iatorresjr@sec.gov.ph to request for the Payment Assessment Form (PAF), which shall be used for the payment of the abovementioned applicable fee.

Payments should be done over the counter at any Landbank branch nationwide or online through eSPAYSEC.

For over the counter payment at LandBank:

- Print 2 copies of PAF:
 - 1 Client Copy
 - 1 LandBank Copy
- Accomplish the onColl Payment slip per fund account as indicated on the breakdown summary.
- Use the correct Fund Account and Account No. and provide the below information:
 - Reference Number 1 - PAF No.
 - Reference Number 2 - Name of Payor appearing on the PAF
- Present OnColl Payment Slip, together with the PAF, to the LandBank Teller

For online payment:

- Access eSPAYSEC through the link below, enter PAF Reference Number, select your payment: <https://www.sec.gov.ph/sec-payment-portal>
- Enter PAF Reference Number
- Select preferred payment option:
 - Debit/Credit Card
 - Paymaya Wallet/GCash
- Enter email address and verification code
- Click proceed to payment

7. The SEC will hold a Pre-Bid on **October 13, 2023, (Friday) 10:00 A.M.** at the **Conference Room, 7th Floor, The SEC Headquarters, 7907 Makati Ave, Salcedo**

Village, Bel-Air, 1209 Makati City. and/or through video conferencing or webcasting via zoom app, which shall be open to prospective bidders.

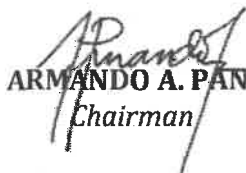
The prospective bidders are advised to send email at iatorresjr@sec.gov.ph for the link to join the meeting which will be provided before the scheduled Pre-Bid Conference.

8. Bids must be duly received by the BAC Secretariat through manual submission at the **Procurement Division, 7th Floor, The SEC Headquarters, 7907 Makati Ave, Salcedo Village, Bel-Air, 1209 Makati City**, on or before, **October 27, 2023, (Friday) 10:00 A.M.** Late bids shall not be accepted.
9. All Bids must be accompanied by a Bid Security in any acceptable forms and in the amount stated in ITB Clause 14.1.
10. Bid Opening shall be on **October 27, 2023 (Friday) 10:15 A.M.** at the **Conference Room, 7th Floor, The SEC Headquarters, 7907 Makati Ave, Salcedo Village, Bel-Air, 1209 Makati City**. Bids will be opened in the presence of the bidder's representative who choose to attend the activity.
11. The Securities and Exchange Commission 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 Section 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:
*Procurement Division
Human Resource and Administrative Department
7th Floor, The SEC Headquarters, 7907 Makati Ave, Salcedo Village,
Bel-Air, 1209 Makati City
Electronic mail: iatorresjr@sec.gov.ph*
13. You may visit the following Websites to download the bidding document:

<https://www.sec.gov.ph>.

<https://www.philgeps.gov.ph>

October 3, 2023


ARMANDO A. PAN JR.
Chairman

Section II. Instructions to Bidder

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Securities and Exchange Commission (SEC) wishes to receive Bids for the

- 1.1. ***Procurement of Digitalization Project for the SEC Library (Public Bidding No. 2023-011).***
- 1.2. The Procurement Project (referred to herein as “Project”) is composed of three (3) lots, identification, and number of 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 FY 2023 in the amount of **Five Million Five Hundred Thousand Pesos (Php 5,500,000.00)**.
- 2.2. The source of funding is through the authorized appropriations under the **FY 2023 Budget of SEC**.

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 at least fifty (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

- 7.1. The Procuring Entity has prescribed that subcontracting is not allowed.
- 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 **HRAD Conference Room, 7th Floor, The SEC Headquarters, 7907 Makati Ave, Salcedo Village, Bel-Air, 1209 Makati City** 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 Components

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

11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

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

13. Bid and Payment Currencies

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

13.2. Payment of the contract price shall be made in Philippine Pesos.

14. Bid Security

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

14.2. The Bid and bid security shall be valid for **four (4) months** from the date of issuance. 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 and 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 Bidder shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as one Project having several items 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

Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause				
5.3	For this purpose, contracts similar to the Project shall referred to any contract for the <i>Digitalization project (hardware and software) or any similar project</i> , which must be 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 Makati or the applicable International Commercial Terms (INCOTERMS) for this Project.			
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:			
	<i>Lot No.</i>	<i>Item Description</i>	<i>Amount Cash, Cashier's / Manager's Check, Bank Draft/Guarantee or Irrevocable Letter of Credit (2% of the ABC)</i>	<i>Surety Bond callable upon demand issued by a surety or insurance company duly certified by Insurance Commission (5% of the ABC)</i>
	1	Procurement of Server and other related equipment for the SEC Library	₱ 2,000.00	₱ 5,000.00
	2	Digitization of SEC Issuances (Opinion, Memorandum Circulars, Manual of operations, Bulletin, etc.	₱ 40,000.00	₱ 100,000.00
	3	Technical Specification for the Supply and Delivery of Integrated Library System (ILS) with RFID and Security System	₱ 50,000.00	₱ 125,000.00
19.3	No further instruction			
20.1	<p>The bidder with the Lowest Calculated Bid shall submit ALL of the following post qualification requirements:</p> <ol style="list-style-type: none"> 1. Proof/s of the Single Largest Completed Contract which shall be copy of purchase order or contract, or proof of completion which may be the certificate of final acceptance, or official receipts or sales invoice/s covering the full amount of the contract; 2. Latest Income Tax Return filed and paid through the Electronic Filing and Payments System (EFPS); and 3. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment within the last six (6) months preceding the date of bid submission. 			

	<p>acceptance, or official receipts or sales invoice/s covering the full amount of the contract;</p> <ol style="list-style-type: none">2. Latest Income Tax Return filed and paid through the Electronic Filing and Payments System (EFPS); and3. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment within the last six (6) months preceding the date of bid submission.
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Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special 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 or Framework Agreement} 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

6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

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

6. Liability of the Supplier

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

If the Supplier is a joint venture, all partners to the joint venture shall jointly and severally liable to the procuring entity.

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

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>The delivery terms applicable to this Contract are delivered at the SEC Headquarters in Makati City. 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 Director Filbert Catalino F. Flores III.</p>
2.2	<p>The terms of payment shall be as follows: Payment shall be made upon complete delivery of the Goods.</p>
4	<p>The inspection and approval as to the acceptability of the Goods vis-à-vis its compliance with the technical specifications will be done with prior notice, written or verbal, to the authorized representative of the Supplier. The inspection will push through as scheduled even in the absence of the Supplier’s representative, if the latter was duly notified. In which case, the result of the inspection conducted by the Procuring Entity shall be final and binding upon the Supplier.</p>

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months/days stipulates hereafter the date of delivery to the project sites.

Lot Number	Description	Delivered, Weeks/Months/Days	Statement of Compliance
1	Procurement of Server and other related equipment for the SEC Library	Within 30 days upon on receipt of the Notice to Proceed	
2	Digitization of SEC Issuances (Opinion, Memorandum Circulars, Manual of operations, Bulletin, etc.		
3	Technical Specification for the Supply and Delivery of Integrated Library System (ILS) with RFID and Security System.		

Bidders must state here either “Comply” or any equivalent term in the column “Statement of Compliance”.

Place of Delivery: The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Barangay. Bel-Air, 1209 Makati City

****Delivery schedule may be adjusted by the end-user upon written notice to the supplier.**

Quality Assurance and Availability of Stocks

Bidder must submit a Proof-of-concept (POC) or conduct a Product Demonstration or any equivalent form of trial/testing and present a copy of the actual inventory/stocks availability to the end-user during the post-qualification phase for each items being offered, to ensure the actual quality of the product.

I certify to comply and deliver the above requirements within 30 calendar days upon receipt of the Notice to Proceed.

AUTHORIZED REPRESENTATIVE:

Signature : _____
 Company : _____
 Name : _____
 Printed Name : _____
 Position : _____
 Date : _____

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words "*or at least equivalent.*" References to brand names cannot be used when the funding source is the GOP.

Section VII. Technical Specifications

Bidders must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance".

Lot 1 - Procurement of Server and other related equipment for the SEC Library (Php1,000,000.00)

- LOCAL Servers should accommodate both the requirements for Item 2 (Digitization of SEC Issuances) and Item 3 (Supply and Delivery of Integrated Library System with RFID and Security System)
- Technical Specifications of Server/s for the Digitization of SEC Issuances

Form Factor	Unit rack-mountable server
Processor	Processor: at least two (2) x 4th Generation Intel® Xeon® Scalable processors, at least 24 cores per processor
Memory	At least 128GB (4x32) RDIMM, 3200Mhz
Storage	At least 4x 1.2TB 10K RPM SAS 12Gbps 512n 2.5" Hot-plug hard drive
Drive Bay	Must support at least 24 x 2.5" SAS/SATA, up to 360TB
Raid Controller	Must support RAID 0, 1, 5, 6, 10, 50, 60
Network Interface Card	At least 6x 1GbE
Power Supply	At least 2x 1400W, hot-swap redundant
Ports	2 x VGA Ports 2 x USB 2.0 port 1 x USB 3.0 port 1 x dedicated management port
Operating System (OS)	Red Hat Enterprise Linux (RHEL) Server with 3 years Subscription
Antivirus	Business/Enterprise license that is compatible with brand and OS, with 3 years Subscription
Warranty	Three (3) years warranty on service parts and subscriptions, including 8x5 service support thru phone, web, and onsite.
Accessories	Rail kit and Power Cables

- Technical Specifications of Server for the Integrated Library System

Form Factor	Unit rack-mountable server
Processor	Processor: at least two (2) x 4th Generation Intel® Xeon® Scalable processors, at least 24 cores per processor

Memory	At least 64GB (2x32) RDIMM, 3200Mhz
Storage	At least 2x 1.2TB 10K RPM SAS 12Gbps 512n 2.5" Hot-plug hard drive
Drive Bay	Must support at least 24 x 2.5" SAS/SATA, up to 360TB
Raid Controller	Must support RAID 0, 1, 5, 6, 10, 50, 60
Network Interface Card	At least 6x 1GbE
Power Supply	At least 2x 1400W, hot-swap redundant
Ports	2 x VGA Ports, 2 x USB 2.0 port, 1 x USB 3.0 port, 1 x dedicated management port
Operating System (OS)	Linux (Debian 10 "BUSTER")
Antivirus	Business/Enterprise license that is compatible with brand and OS, with 3 years Subscription
Warranty	Three (3) years warranty on service parts and subscriptions, including 8x5 service support thru phone, web, and onsite.
Accessories	Rail kit and Power Cables

Bidder should be capable of providing with the following item description.

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct otherwise, if found to be false either during bid evaluation, post-qualification or the execution of the contract, the same shall give rise to the imposition of administrative sanctions and the forfeiture of bid security or the performance security posted consistent with section 69.1 and 69.2 of the revised Implementing Rules and Regulations of the Republic Act No. 9184.

AUTHORIZED REPRESENTATIVE:

Signature : _____
Company Name : _____
Printed Name : _____
Position : _____
Date : _____

Lot 2 - digitization of SEC issuances (opinions, memorandum circulars, manual of operations, bulletins. Etc. (php2,000,000.00)

Unless otherwise specified, all works and/or services herein stated shall be accomplished by the Service Provider.

1. **Sorting** - The process involves the segregation of documents for scanning based on a checklist to be provided by the SEC.
 - The Service Provider shall be required to cross out or note down documents not found in the account/document folders enumerated in the checklist.
 - Handling and identification of documents and all other relevant instructions will be demonstrated and given by appropriate SEC personnel prior to the start of sorting activities.
 - Documents that will not be scanned shall be stored in a properly labeled envelope and placed in file boxes to be labeled accordingly.

2. **Pre-Conversion Grooming of Documents** - The process involves the removal of staple wires, unfolding sheets, mending torn sheets, and other related activities that may affect the scanning process.
 - It may also require the use of or insertion of documents into protective materials (such as plastic films or transparency films) or the application of tapes to torn pages to prevent further damage and/or deterioration of documents.
 - The documents to be scanned shall be arranged in the correct order based on the specifications given by the Commission.
 - The Service Provider should confirm the validation of the documents before scanning to ensure the correct sequence.

3. **Conversion of Documents into Retrievable and Searchable Electronic Format** - The process involves the conversion of original paper documents into electronic/digital format using effective, cost-efficient, and technologically advanced document digital solutions.
 - The Service Provider must be able to provide a system for retrieval to enable the SEC to easily retrieve and refile documents already converted to digital format.
 - Document scanning shall be bi-tonal for black and white documents and colored for colored documents. Delicate documents shall be handled carefully, and flat-bed scanners shall be used if necessary.
 - Scanners to be used in the conversion process shall be provided by the Service Provider.
 - The scanner operator shall check the scanned images as they flash during scanning. Substandard images should be re-scanned, double feeds should be corrected, and unnecessary images should be deleted. At the end of each day, the Service Provider must provide reports on documents scanned with the following information: the number of folders/accounts scanned and the number of pages scanned.
 - All digitized documents must be in a format that the existing SEC Intranet or any other available system of the Commission can easily ingest.
 - The SEC will require a work plan to show proof of the vendor's capability to provide the required service. This will include importing digitized images to SEC's repository device/server.
 - The Service Provider shall provide appropriate digitization equipment, technology, and personnel on-site to complete the digitization undertaking within the prescribed timeline to be proposed.

4. Indexing of Searchable Electronic Content - The Service Provider shall key in at least five (5) index fields per document to be defined and signed off by the designated SEC representative prior to the start of the project.

- Index fields must be capable of identifying documents/reports as part of a group entry and conversely capable of being searched separately from the grouped entry. The indexing fields are: Unique Number of Documents, Subject, Date, Signatory, Number of Pages, and Searchable Terms. However, the number of index terms may increase for some documents.
- Indices shall be checked against the scanned images.
- The Service Provider must be able to publish documents converted into digital/electronic format into the repository of SEC.
- Organize and assign captured content to appropriate file data, such as but not limited to file identifiers, related tags, metadata, document details, file body, file versioning, etc. Documents may not be removed from SEC premises.
- Be able to produce extracted text content from digitized outputs so that digitized artifacts/documents can be made searchable based on contents.
- Shall ensure that needed information extracted from each document is usable and accurate. This may include encoding, a process necessary for information that cannot be extracted through Optical Character Recognition, such as handwritten fields.

5. Post-Conversion Grooming - The Service Provider shall be responsible for returning documents to their original location with the assistance of designated SEC personnel.

- All scanned documents shall be grouped and filed accordingly into separate new folders to be provided by SEC. All account folders and envelopes shall be labeled accordingly using barcoding equipment provided by the Service Provider.
- All the labeling (on folders, envelopes, boxes, and the like) must be in accordance with or consistent with the existing SEC policies and guidelines.
- The new folders containing the scanned documents and the folders containing the documents that were not scanned will be banded together per borrower and will be stored chronologically or alphabetically in properly labeled file boxes to be provided by the SEC.

Other Requirements

1. The project requires the digitization/scanning of estimated FIVE HUNDRED FIFTY-TWO THOUSAND NINE HUNDRED THREE (552,903) pages of SEC documents and official records under the various SEC departments and offices (Human Resources and Administrative Department, Office of the General Counsel, and Office of the Commission Secretary). The project shall be done onsite at the SEC Headquarters in Makati City.

2. The performance of the entire project shall not exceed TWELVE (12) MONTHS from receipt by the winning bidder of the Notice to Proceed.

- All deliverables shall be subject to validation and/or user testing and acceptance by SEC.
- For this purpose, the Service Provider is required to submit a **Work Plan**, which shall contain all essential elements and/or factors needed to carry out and successfully complete the project, such as, but not limited to, the number of personnel to undertake the project, number of resources, number of man-hours required, point persons, computers, equipment for scanning, the minimum number of pages to be scanned/digitized per day, milestones and timelines, etc.

- The Work Plan submitted shall be subject to evaluation and acceptance by the SEC.

3. The Service Provider shall provide all necessary equipment to undertake/implement the project, including, but not limited to, computer/s, heavy-duty, high-speed scanners, and backup facilities. After the acceptance of the SEC, the Service Provider may pull out the equipment from the SEC premises.

- The SEC shall likewise provide all consumable office supplies necessary for the project, such as, but not limited to, storage boxes, folders, long brown envelopes, labeling materials, papers, adhesives, staplers, staple wires, fasteners, and the like.
- Sizes of the document to be scanned are the following: A4, Legal, and/or book type, as necessary.
- Scanned images shall be saved using searchable PDF format.

4. The Service provider must ensure that all DIGITAL images are the best quality output and conform to existing industry standards. Minimum Resolution: 300 dots per inch, bi-tonal for black and white documents, and colored for colored documents.

5. Digital Images must be capable of being viewed and printed using a standard PC and colored printer.

6. All digitized files for the indexed documented information shall be submitted in a portable external Solid-State Drive (SSD). A minimum of two (2) units of SSD shall be provided by the SERVICE PROVIDER to be used for the project.

7. Software for indexing and retrieval of scanned documents using the indexed fields keyed in by the Service Provider. This will also validate/review the digitized/indexed documents delivered to the SEC. All software tools used by the service provider shall be pulled out after completion of the project.

8. Uploading of digitized/indexed documents to the SEC Intranet or in any available system shall be done by the authorized SEC personnel.

9. Conforms to the requirements of the electronic evidence rule and all relevant provisions under the e-Commerce Act of 2000 to ensure the usability of the documented information as a faithful copy of the original.

10. All software must have a perpetual license inclusive of bug fixes and patches at no additional cost to SEC.

11. The data capture and scanning software are tools to be used by the service provider's personnel and shall be pulled out after completion of the project.

12. The Service Provider should demonstrate its capability by conducting a Proof of Concept (POC) based on section VIII of this TOR. SEC will issue a Certificate of Acceptance upon passing the POC process. The conduct of the POC shall be done at the SEC premises to enable Staff to validate the output required in the project. The prospective bidder shall bring to SEC the required equipment (document scanner of at least 140 pages per minute, workstation, CD, etc.) for conversion for the User's Acceptance Test on the POC output.

13. The Service Provider shall also ensure that all digital images converted by SEC should pass through Tiff-Checker software to ensure that there are no corrupted images submitted for uploading to the system.

14. The service provider must ensure that resources such as scanners, computers, and all other related equipment can handle the high-volume capture and indexing requirements of SEC, considering the short project duration. The Service Provider should also have backup equipment of the same type to handle the job.

15. The Service Provider must have adequate manpower and previous experience in handling large projects with similar scope and requirements.

16. The Service Provider shall also provide manpower to do re-filing of documents after scanning, including stamping of documents at the back page of all documents scanned with the label "scanned" for purposes of audit trail.

17. The Service Provider shall conduct an initial quality check through visual inspection of the scanned images; scanned images with problems in quality will be verified against the physical documents to establish the physical condition of the source document.

Security and Confidentiality

1. All activities relating to this project shall be done at the SEC Headquarters in Makati City.
2. Integrity of the images (digital copy) shall be maintained at all times.
3. The Service Provider shall keep SEC data with strict confidentiality and shall not use or disclose to any person any information acquired in connection with the performance of this obligation in this project. The Service Provider must not be engaged in any service information bureaus or information dissemination to maintain and assure the integrity of SEC documents.
4. SEC has the right to take legal action against the Service Provider who copies, transfers, or distributes documents without SEC consent.
5. All systems should support encryption of data at rest and in transit.
6. Provide secure, authenticated, and granular role-based user access control.
7. Maintain an audit trail of users and their corresponding activities.

Bidder should be capable of providing with the following item description.

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct otherwise, if found to be false either during bid evaluation, post-qualification or the execution of the contract, the same shall give rise to the imposition of administrative sanctions and the forfeiture of bid security or the performance security posted consistent with section 69.1 and 69.2 of the revised Implementing Rules and Regulations of the Republic Act No. 9184.

AUTHORIZED REPRESENTATIVE:

Signature : _____
Company Name : _____
Printed Name : _____
Position : _____
Date : _____

Lot 3 - Technical Specifications for the supply and delivery of Integrated Library System (ILS) with RFID and security system (php 2,500,000.00)

Unless otherwise specified, all works and/or services herein stated shall be accomplished by the Service Provider.

1. One (1) year warranty after the full implementation of the integrated library system and installation of the RFID and Security Systems. Implementation and installation should include installation and setup, data migration, OPAC customization, hands-on training, maintenance, and technical support for one (1) year at no extra cost.

2. Integrated Library System

● **General Specifications:**

- All-in-one and web-based interface library system
- Full-text searching
- Compliant with library standards (Marc21, UNIMARC, Z36.50 SRU/SW and SIP/NCIP)
- Capable of incorporating the latest cataloging techniques
- Capable of integrated barcoding/QR Codes and RFID solutions
- The system platform is capable of customization
- Comprehensive functionality with basic and advanced options
- Full-scale process of the library's operation procedures
- The system must be able to provide the following modules on major library functions: Online Public Access Catalog (OPAC), Circulations, Patron Management, Cataloging, Report Generation, Acquisitions, Serials, Administration
- Must be able to print labels
- Capable of self-check-out and self-check-in module
- Support integration with existing and future systems via RESTful Application Programming Interfaces

● **Technical Specifications**

It should have the following components:

- Online Public Access Catalog (OPAC)
 - Capable of using OPAC as a library website
- Circulation
- Cataloging
- Patron
- Report Generation
- Item Acquisitions Management
- Serial Management
- Administration
- Inventory

3. RFID and Security Systems

- **RFID Security Gate (Gantryless Design)**
 - Operating Frequency: 918Mhz to 920Mhz (Philippine RFID UHF Standard)
 - Tag Compatibility: ISO18000-6C
 - Audible and Visible Alarm
 - Wall/Ceiling Mounted
 - Supports Wide, High, and Narrow Exits
 - With RFID Management System which provides the following:
 - Shows Accession No. Time Stamp and Book Title during alarm
 - Support Report Alarm Statistics
 - Real-time Image Capture
 - Alarm Security Report
 - Export Report (PDF, Excel, Word)
 - Real-time Alarm Notification
 - SIP2/NCIP Complaint
 - Network Independent
 - 2 Years Warranty on Parts and Labor

- **RFID Book Tags (2,000 pieces)**
 - Frequency: 918Mhz – 920Mhz
 - Protocol: EPC Class 1 Gen 2, ISO18000-6C
 - Tag Antenna Dimension: 135mm x 7mm
 - Memory: 1024 Bits
 - Transmission: Passive
 - Double-Sided adhesive with a tail label for easy handling when inserted between pages of the book
 - Data Retention: 10 years
 - Tags must have the same brand name as the RFID Proposed equipment to ensure compatibility as well as quality and warranty of tags

- **RFID Tagging and Circulation Device**
 - 2-in-1 Function
 - Tagging (converting of barcode information to RFID Data)
 - Circulation (book borrow and return functions)
 - Multiple Book Scanning at the Circulation counter
 - Read Range up to 25cm in height
 - One-click operation for tag identification and security
 - Supports Unicode Text Format
 - Able to work with any Automated Library Database System via SIP2/NCIP Protocol
 - Able to operate with/without connection to LMS
 - Displays alert message when tagging error
 - 2 years Warranty on Parts and Labor

- **RFID Portable Inventory**
 - Capable of performing book search
 - Identify Mishelved Books
 - Fast Accurate Book Counting (Inventory)
 - Multiple books read with anti-collision property
 - Enables import and export of Data
 - Tag Lock feature to protect collected data from repeating in book count
 - Housing: IP54
 - Tag Compatibility: EPC Class 1 Gen 2 Protocol, 18000-6C
 - Battery: at least 3,400mAH
 - Operating Frequency: 918Mhz – 920Mhz
 - Read Range: at least 1m (Depending on the environment)
 - Two (2) years Warranty

Bidder should be capable of providing with the following item description.

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct otherwise, if found to be false either during bid evaluation, post-qualification or the execution of the contract, the same shall give rise to the imposition of administrative sanctions and the forfeiture of bid security or the performance security posted consistent with section 69.1 and 69.2 of the revised Implementing Rules and Regulations of the Republic Act No. 9184.

AUTHORIZED REPRESENTATIVE:

Signature	:	_____
Company Name	:	_____
Printed Name	:	_____
Position	:	_____
Date	:	_____



Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

Technical Documents

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

Financial Documents

- g) 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

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

II. FINANCIAL COMPONENT ENVELOPE

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

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

- k) *[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.
- l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

SAMPLE FORMS

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Note: For editable copies of the above-listed documents, you may coordinate with the BAC Secretariat.

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

BID FORM

Date : _____

Project Identification No. : PB No. 2023-011

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.

Lot No.	Description	Unit Price	Total Price
1	Procurement of Server and other related equipment for the SEC Library		
2	Digitization of SEC Issuances (Opinion, Memorandum Circulars, Manual of operations, Bulletin, etc.		
3	Technical Specification for the Supply and Delivery of Integrated Library System (ILS) with RFID and Security System		

The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

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

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

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

Name and address Amount and Purpose of
of agent Currency Commission or gratuity

(if none, state "None")]

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

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

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

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

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

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

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

For Goods Offered Within the Philippines

Name of Bidder _____ Project ID No. _____ Page ____ of ____

This is to certify that the project named below is the Single Largest Completed Contract similar to the contract to be bid, within the five (5) years period

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit price EXW per item	Transportation and all other cost incidental to deliver, per item	Sales & other taxes payable if Contract is awarded, per item	Cost of incidental Services, if applicable, per item	Total Price, per unit	Total Price delivered Final Destination

Name: _____

Legal Capacity: _____

 (Signature over printed name)

Signature: _____

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

Contract Agreement Form for the Procurement of Goods (Revised)
[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT AGREEMENT

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

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

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

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

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Name of Supplier]

Acknowledgment

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

Omnibus Sworn Statement (Revised)

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 Unified 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 following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[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.

Bidder's Representative/Authorized Signatory

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

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

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

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

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

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

BID SECURING DECLARATION FORM

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

X-----X

BID SECURING DECLARATION Invitation to Bid: *[Insert Reference number]*

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

I/We¹, the undersigned, declare that:

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

¹ Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

- (c) I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]

[Insert Signatory's Legal Capacity]
Affiant

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

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

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

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

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

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

Statement of all Ongoing Contracts including Awarded but not yet Started Government & Private Contracts, whether similar or not similar in nature and complexity to the contract to be bid

Name of Contract (Project Title and Name of Entity)	Date of contract	Contract duration	Owner's name and address	kind of Goods	Amount of contract	Value of outstanding works	Date of Delivery
							(Date of Delivery shall refer to the expected date the project shall be fully completed/delivered or paid)

Note: Bidder shall attach the following:

1. *Current/on-going extended contracts should be included in the list*
2. *On-going extended contracts should be included in the list*

Instructions:

- a) If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
- b) The total amount of the ongoing and awarded but not yet started contract should be consistent with those used in the Net Financing Contracting Capacity (NFCC) in case an NFCC is submitted as an eligibility document

Submitted by:

Company Name: _____

Authorized Representative: _____

(Signature over printed name)

Designation: _____

Date: _____

Statement of Single Largest Completed Contract similar to the contract to be bid within the five (5) years period

This is to certify that the project named below is the Single Largest Completed Contract similar to the contract to be bid, within the five (5) years period

Name of Contract (Project Title and Name of Entity)	Date of contract	Contract duration	Owner's name and address	Kind of Goods	Amount of completed contracts, adjusted by the bidder to current prices using PSA's consumer price index, if necessary	Date of Delivery <i>(Date of Delivery shall refer to the date the project was fully delivered, completed or paid)</i>

Note: Bidder shall attach the following:

1. *Photocopy of approved Contract or Purchase Order/Work Order*
2. *End-user's Certificate of Completion or Acceptance from bidder's client or Official Receipt issued for the contract covering the full amount of the contract.*

Submitted by:

Company Name:

Authorized Representative:

Designation:

Date:

(Signature over printed name)

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

NOTARY PUBLIC

SUBSCRIBED AND SWORN TO before me in the City of _____ this _____ day of _____ by (Name of Corporate Secretary) who has satisfactorily proven to me his/her identity through his/her (Identification Card presented), that he/she is the same person who personally signed before me the foregoing Affiant and acknowledged that he/she executed the same.

PRINTED NAME/SIGNATURE
 CORPORATE SECRETARY

IN WITNESS WHEREOF, I have hereunto affix my signature this _____ day of _____ at _____

NAME	ID WITH SIGNATURE PRESENTED	SPECIMEN SIGNATURE	SPECIMEN INITIALS

"RESOLVED, any of the following whose specimen signature/initials and copy of acceptable government issued identification cards with signatures as attachment, is/are authorized to sign in behalf of the Corporation, to submit documents and represent solely for the purpose of complying with the (Name of Project).

That I am the duly elected Corporate Secretary of (Name of Corporation), a corporation duly organized and existing under and by virtue of applicable Philippine laws:
 That at the special meeting of the Board of Directors of the said corporation, duly called and held at the principal office on (Date of Meeting) at which a quorum was presented and voting throughout the following resolution was unanimously approved to wit:

I, (Name of Corporate Secretary), of legal age, Filipino, with business address at _____, after being duly sworn to in accordance with law do hereby depose and state:

**AUTHORITY OF SIGNATORY
 (For Corporation)**

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

NOTARY PUBLIC

SUBSCRIBED AND SWORN TO before me in the City of _____ this _____ day of _____ by (Name of Corporate Secretary) who has satisfactorily proven to me his/her identity through his/her (Identification Card presented), that he/she is the same person who personally signed before me the foregoing Affiant and acknowledged that he/she executed the same.

PRINTED NAME/SIGNATURE

IN WITNESS WHEREOF, I have hereunto affixed my signature this _____ day of _____ at _____.

NAME	ID WITH SIGNATURE PRESENTED	SPECIMEN SIGNATURE	SPECIMEN INITIALS

3. As the Sole Proprietor/Managing Partner of [Name of Bidder], I authorized [Name of Representative] whose specimen signature/initials and copy of acceptable government issued identification cards with signatures as clearly shown attachment, is authorized to sign in behalf of the [Name of Bidder], to submit documents and represent solely for the purpose of complying with the bidding of [Name of Project]

2. As the Sole Proprietor/Managing Partner of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for [Name of the Project] of the [Name of the Procuring Entity];

1. I am the Sole Proprietor/Managing Partner of [Name of Bidder], with office address at [Address of Bidder];

I, (Name Owner/Managing Partner), of legal age, [civil status], Filipino, and residing at [address of affiant], after having been duly sworn in accordance with law do hereby depose and state that:

**AUTHORITY OF SIGNATORY
(For Sole Proprietor/Partnership)**

Lot 2 - digitization of SEC issuances (opinions, memorandum circulars, manual of operations, bulletins. Etc. (php2,000,000.00)

Unless otherwise specified, all works and/or services herein stated shall be accomplished by the Service Provider.

1. **Sorting** - The process involves the segregation of documents for scanning based on a checklist to be provided by the SEC.
 - The Service Provider shall be required to cross out or note down documents not found in the account/document folders enumerated in the checklist.
 - Handling and identification of documents and all other relevant instructions will be demonstrated and given by appropriate SEC personnel prior to the start of sorting activities.
 - Documents that will not be scanned shall be stored in a properly labeled envelope and placed in file boxes to be labeled accordingly.

2. **Pre-Conversion Grooming of Documents** - The process involves the removal of staple wires, unfolding sheets, mending torn sheets, and other related activities that may affect the scanning process.
 - It may also require the use of or insertion of documents into protective materials (such as plastic films or transparency films) or the application of tapes to torn pages to prevent further damage and/or deterioration of documents.
 - The documents to be scanned shall be arranged in the correct order based on the specifications given by the Commission.
 - The Service Provider should confirm the validation of the documents before scanning to ensure the correct sequence.

3. **Conversion of Documents into Retrievable and Searchable Electronic Format** - The process involves the conversion of original paper documents into electronic/digital format using effective, cost-efficient, and technologically advanced document digital solutions.
 - The Service Provider must be able to provide a system for retrieval to enable the SEC to easily retrieve and refile documents already converted to digital format.
 - Document scanning shall be bi-tonal for black and white documents and colored for colored documents. Delicate documents shall be handled carefully, and flat-bed scanners shall be used if necessary.
 - Scanners to be used in the conversion process shall be provided by the Service Provider.
 - The scanner operator shall check the scanned images as they flash during scanning. Substandard images should be re-scanned, double feeds should be corrected, and unnecessary images should be deleted. At the end of each day, the Service Provider must provide reports on documents scanned with the following information: the number of folders/accounts scanned, ~~the housing loan program~~, and the number of pages scanned.
 - All digitized documents must be in a format that the existing SEC Intranet or any other available system of the Commission can easily ingest.
 - The SEC will require a work plan to show proof of the vendor's capability to provide the required service. This will include importing digitized images to SEC's repository device/server.
 - The Service Provider shall provide appropriate digitization equipment, technology, and personnel on-site to complete the digitization undertaking within the prescribed timeline to be proposed.