

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of GOODS

Government of the Republic of the Philippines

**Outsourcing of Communications Technology Services for the
Field Office and its Satellite Offices for Calendar Year 2025**

ITB No: 2024-DSWDCAR-EPA-04

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 Outsourcing of Communications Technology Services for the Field Office and its Satellite Offices for Calendar Year 2025 2024-DSWDCAR-EPA-04

1. **The Department of Social Welfare and Development – Cordillera Administrative Region**, through the **National Expenditure Program 2025** intends to apply the sum of **Seven Million Seventy Nine Thousand Nine Hundred Seventy Three Pesos and Twelve Centavos (PhP 7, 079, 973.12)** being the ABC to payments under the contract for the project, **Outsourcing of Communications Technology Services for the Field Office and its Satellite Offices for Calendar Year 2025**, broken down into three (3) lots:

Lot No.	Description	Approved Budget for the Contract
1	Primary Dedicated Internet for DSWD CAR Field Office and its Satellite Offices across CAR for Calendar Year 2025	PhP 5,112,000.00
2	Primary Dedicated Internet for DSWD Satellite Offices across CAR with at least six (6) usable Static Public IPS for Calendar Year 2025	PhP 960,000.00
3	Subscription to a Cloud Managed Software Defined Wide Area Network Service for the DSWD CAR Field Office and it Satellite Offices for Calendar Year 2025	PhP 1,007,973.12

Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The **Department of Social Welfare and Development - CAR** now invites bids for the above Procurement Project. Delivery of the Goods is required within **January to December 2025**. Bidders should have completed, within **two (2) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. Prospective Bidders may obtain further information from *Department of Social Welfare and Development - CAR* and inspect the Bidding Documents at the address given below during **8:00AM to 5:00PM**, Monday to Friday.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **22 October 2024 to 01:00 PM (PST) 12 November 2024** from the given address and website(s) below and upon payment at the Cash Section of the applicable fee for the Bidding Documents amounting to **Ten Thousand Pesos (PhP 10, 000.00)** for the three (3) lots or in case the bidders will opt to purchase bidding documents for Lots 1, 2, or 3, bidding documents fee are as follows, pursuant to the latest Guidelines issued by the GPPB:

Lot No.	Description	Bidding Documents Fee
1	Primary Dedicated Internet for DSWD CAR Field Office and its Satellite Offices across CAR for Calendar Year 2025	PhP 5, 000.00
2	Primary Dedicated Internet for DSWD Satellite Offices across CAR with at least six (6) usable Static Public IPS for Calendar Year 2025	PhP 1, 000.00
3	Subscription to a Cloud Managed Software Defined Wide Area Network Service for the DSWD CAR Field Office and it Satellite Offices for Calendar Year 2025	PhP 4, 000.00

The procuring entity allows payment of bidding documents through Bank-to-Bank transaction. However, the Official Receipt shall only be issued to the bidder upon receipt of proof of payment¹ by the Cash Section with the following bank details:

Account Number: 0222-0218-63
Account Name : DSWD FO CAR (MISC TRUST ACCNT)
Name of the Bank: LANDBANK – Baguio Branch

6. The *Department of Social Welfare and Development-CAR* will hold a **Pre-Bid Conference**² on **02:30 PM (PST) 30 October 2024** at **DSWD-CAR Premises and via Video Teleconference or Google Meet with meeting ID/Link as meet.google.com/fjq-bssz-iko**, which shall be opened to prospective bidders.
7. Bids must be duly received by the BAC Secretariat at the office address indicated below on or before **01:00 PM (PST) 12 November 2024**. Late bids shall not be accepted.

¹ Original copy of the Deposit Slip or Screenshot of Successful Online Bank Transaction reflecting the Reference Number and Correct Bank Details of DSWD CAR.

² May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

The procuring entity allows submission through courier provided that the bid envelope will be received on or before the deadline of bid submission.

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **03:30 PM (PST) 12 November 2024** at **DSWD-CAR Premises and via Video Teleconference** and via Google Meet with meeting ID/Link as **meet.google.com/bxf-zbxk-spk**
10. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
11. To facilitate the immediate implementation of the procurement of this project, the **Department of Social Welfare and Development – Cordillera Administrative Region** shall proceed with the conduct of Early Procurement Activities, pursuant to Section 7.6 of the 2016 Revised IRR of RA 9184, Section 21 of the General Provisions of the FY 2025 National Expenditure Program (NEP) and Government Procurement Policy Board (GPPB) Resolution No. 14-2019 dated 17 July 2019.
12. The **Department of Social Welfare and Development** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
13. For further information, please refer to:
BAC SECRETARIAT
Procurement Section
DSWD-CAR
40 North Drive, Baguio City
bacsec.car@dswd.gov.ph
(074) 661-0430 Local 25123
Mobile Number: Smart: 0969-5729-176
14. You may visit the following website for downloading of Bidding Documents:
<https://car.dswd.gov.ph/downloads/procurement/procurement-opportunities/>

RINA CLAIRE L. REYES
BAC Chairperson

Section II. Instructions to Bidders

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 Procuring Entity, *Department of Social Welfare and Development - CAR* wishes to receive Bids for the *Outsourcing of Communications Technology Services for the Field Office and its Satellite Offices for Calendar Year 2025* with identification number *2024-DSWDCAR-EPA-04*.

The Procurement Project (referred to herein as “Project”) is composed of **three (3) lots** the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **Calendar Year 2025** in the amount of *Seven Million Seventy Nine Thousand Nine Hundred Seventy Three Pesos and Twelve Centavos (PhP 7, 079, 973.12)*.

2.2. The source of funding is:

a. NGA, the *National Expenditure Program 2025*.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.

- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.

- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

- 7.1. The Procuring Entity has prescribed that:

Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address ***DSWD-CAR Premises and via Video Teleconference*** and/or through videoconferencing/Google Meet as **meet.google.com/fjq-bssz-iko**.

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 *two (2) years* prior to the deadline for the submission and receipt of bids.**
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated

through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

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

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation,

Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in:

a. Philippine Peso.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration³ 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 **120 calendar days** from the date of bid opening. 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 original and copy 1 of the first and second components of its Bid, per lot.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

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

16. Deadline for Submission of Bids

16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

17. Opening and Preliminary Examination of Bids

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

³ In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

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 may be. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

- 19.4. The Project shall be awarded as follows:

One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot.

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

20. Post-Qualification

- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid

through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

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

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	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. <i>Provision of Internet Services</i></p> <p>b. Completed within two (2) years prior to the deadline for the submission and receipt of bids.</p>		
7.1	<i>Not applicable</i>		
12	<p>The price of the Goods shall be quoted in DDP <i>Baguio City or Benguet, Philippines</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.</p>		
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than 2% of the ABC or 141, 599.46, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than 5% of the ABC or 353, 998.66 if bid security is in Surety Bond, or as follows:</p>		
19.3	Lot No.	Description	Approved Budget for the Contract
	1	Primary Dedicated Internet for DSWD CAR Field Office and its Satellite Offices across CAR for Calendar Year 2025	PhP 5,112,000.00
	2	Primary Dedicated Internet for DSWD Satellite Offices across CAR with at least six (6) usable Static Public IPS for Calendar Year 2025	PhP 960,000.00
	3	Subscription to a Cloud Managed Software Defined Wide Area Network Service for the DSWD CAR Field Office and it Satellite Offices for Calendar Year 2025	PhP 1,007,973.12
20.2	<p>In support to the Statement of All Ongoing Government and Private Contracts the following documents shall be submitted as part of the post qualification requirement:</p> <p style="text-align: center;">1. Notice of Award and/or Contract/Purchase Order 2. Notice to Proceed (for government transactions only under Public Bidding)</p> <p>In support to the Statement of Single Largest Completed Contracts (SLCC) the following documents shall be submitted as part of the post qualification requirement:</p>		

	<ol style="list-style-type: none"> 1. Statement of Single Largest Completed Contracts (SLCC) shall be supported with End-user’s Acceptance or Official Receipts or Sales Invoice 2. In case a Collection Receipt is available in lieu of Official Receipt, such should be supported with the necessary invoice receipt like Charge Invoice.
21.1	<i>Not Applicable</i>

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 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 be 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>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is:</p> <p style="text-align: center;"><i>1. Mr. Marvin F. Gamboa, ITO II / Head, RICTMS</i></p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ul style="list-style-type: none"> a) performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and b) training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods. <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>
2.2	<p><i>“Partial payment is not allowed.”</i></p>

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Lot No.	Description	Quantity / Unit	Delivery Place	Delivery Period
1	Primary Dedicated Internet for DSWD CAR Field Office and its Satellite Offices across CAR for Calendar Year 2025	1 lot	<ul style="list-style-type: none"> • Field Office CAR, Baguio City • DSWD Training Center, Baguio City • DSWD RSCC, Baguio City • DSWD Warehouse, La Trinidad, Benguet • DSWD SWAD Abra • DSWD SWAD Apayao • DSWD SWAD Benguet • DSWD SWAD Kalinga • DSWD SWAD Mountain Province 	<i>January to December 2025</i>
2	Primary Dedicated Internet for DSWD Satellite Offices across CAR with at least six (6) usable Static Public IPS for Calendar Year 2025	1 lot	<ul style="list-style-type: none"> • DSWD Operations Cluster Temporary Office, Baguio City 	<i>January to December 2025</i>
3	Subscription to a Cloud Managed Software Defined Wide Area Network Service for the DSWD CAR Field Office and its Satellite Offices for Calendar Year 2025	1 lot	<ul style="list-style-type: none"> • DSWD Field Office –CAR, Baguio City 	<i>January to December 2025</i>

Note: Please refer to Section VII. Technical Specifications for the itemized list of Goods

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.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

Technical Specifications

Item	Qty	Unit	Specification	Statement of Compliance
				<p>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered (including the prescribed terms and conditions). Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</p>
1	12	month	<p>Primary Dedicated Internet for DSWD CAR Field Office and its Satellite Offices across CAR for Calendar Year 2025</p> <p>-Provision of PRIMARY DEDICATED Internet for DSWD Field Office and its Satellite Offices across CAR with at least 6 usable static</p>	

Item	Qty	Unit	Specification	Statement of Compliance
			<p>public IPs for Field Office and at least 2 usable static public IPs for remote sites, inclusive of managed router and installation fees if not waived;</p> <ul style="list-style-type: none"> ❖ 1 Gbps for Field Office CAR, Baguio City ❖ 100 Mbps for DSWD Training Center, Baguio City ❖ 50 Mbps for DSWD RSCC, Baguio City ❖ 50 Mbps for DSWD Warehouse, La Trinidad, Benguet ❖ 50 Mbps for DSWD SWAD Abra ❖ 50 Mbps for DSWD SWAD Apayao ❖ 50 Mbps for DSWD SWAD Benguet ❖ 50 Mbps for DSWD SWAD Kalinga ❖ 50 Mbps for DSWD SWAD Mountain Province <p>The project covers the installation of Dedicated, Broadband, and/or Satellite Internet Service for the DSWD Field Office CAR and its sub-regional sites. It involves the following:</p> <ol style="list-style-type: none"> a. The winning Bidder shall provide either optical fiber, necessary hardware, terminations and other services required to set up the internet connection. b. Provision of incident reports and updates in case of connection failure; 	

Item	Qty	Unit	Specification	Statement of Compliance
			<p>c. Provision of monthly utilization graphs and/or MRTG tool and/or speed/latency test report for monitoring of link quality and bandwidth utilization;</p> <p>d. Inclusion of Two (2) allowable transfer of internet service facility per site, in case of relocation of office.</p> <p>e. Provision of 24x7 support services; and</p> <p>f. Entering into a Service Level Agreement which defines parameters of rebates for non-performance, etc.</p> <p>g. The winning bidder shall provide mobile phone with unlimited data and calls to be used in monitoring, measuring the traffic load on network links (MRTG), and contact the service provider in case of technical problems that needs to be resolved</p> <p>SUBMISSION OF REPORTS, OUTPUTS AND DELIVERABLES</p> <p>The major outputs of this project are as follows with the aforementioned specification per the scope services:</p>	

Item	Qty	Unit	Specification	Statement of Compliance
			<p>Pre-Installation</p> <p>Provide detailed work plan specifying installation design, detailed activities, network diagram showing connectivity from end user’s datacenter up to the last mile and timelines (ISP to fill up WORK PLAN to be presented to the Technical Working Group during the post qualification stage).</p> <p>Actual Installation</p> <ul style="list-style-type: none"> ❖ Provide and install a Channel Service Unit/Data Service Unit (CSU/DSU) modem at both ends of the Internet connections. ❖ Provide and install a Router at both ends of the Internet connections. ❖ Provide internet connectivity directly to the end user’s server room, including materials needed for the purpose. This includes provision for the installation of cables/insulation using industry standard and materials. ❖ Complete the delivery, installation and configuration within thirty (30) calendar days from the receipt of the Notice to Proceed. Otherwise, the winning bidder shall pay the corresponding penalties/liquidated damages in the amount of one tenth of one percent (1/10 of 1%) of the total contract price for every calendar day of delay. <p>a. Configuration</p>	

Item	Qty	Unit	Specification	Statement of Compliance
			<ul style="list-style-type: none"> ▪ Configure modem for specified connection requirements; ▪ Configure router to the equivalent direct Internet connection speed; ▪ Configure backup router, if any; ▪ Set up one (1) Public IP address per subscription. <p>b. Testing Period</p> <ul style="list-style-type: none"> ▪ The selected ISP shall notify DSWD FO CAR in writing seven (7) days prior to the required inspection/testing of the internet service connection. ▪ The acceptance test procedure shall be in accordance with the following: <ul style="list-style-type: none"> ▪ The acceptance testing will be undertaken for a period of seven (7) days. ▪ Broadband internet will have no service interruption during the agreed test period. ▪ The Internet bandwidth requirement is attained during working hours (i.e., 7:00 a.m. to 7:00 p.m.). ▪ MRTG should be in place ▪ If any of the foregoing conditions are not met, the count of the testing period shall be restarted until all of these conditions have been duly satisfied continuously for 7 working days. ▪ Start of the Contractor's billing shall be based on the date of issuance of "Certificate of Acceptance". ▪ During the testing period, the Contractor shall not be held liable for performance degradation/interruptions that are beyond its control such as power outages, fluctuations or 	

Item	Qty	Unit	Specification	Statement of Compliance
			<p>failure or malfunction of DSWD FO CAR's own equipment, and international/regional internet backbone problems.</p> <ul style="list-style-type: none"> ▪ DSWD FO CAR shall issue Certificate of Inspection and Acceptance to the Provider upon successful completion of the project. <p>c. Implementation</p> <ul style="list-style-type: none"> ❖ Shall maintain all equipment in proper working order ❖ Provide an escalation list and procedure in reporting faults and outages. ❖ Provider must immediately advise DSWD FO CAR of any downtime occurrence or if any case the internet rerouted to a backup link. ❖ Providers must have standby equipment to immediately replace the existing equipment once found defective. <p>d. Rebates</p> <ul style="list-style-type: none"> ❖ Provide industry standard Service Level Agreement (SLA) which shall carry a corresponding "Performance Credit" or rebate in favor of DSWD FO CAR should any of the committed parameters mentioned below is not met. ❖ The selected ISP provider/s should be able to render the following services: ❖ Availability: Provide 99.5% link uptime in a month ❖ Render 24-hour x 7-days customer service support 	

Item	Qty	Unit	Specification	Statement of Compliance														
			<ul style="list-style-type: none"> ❖ Support response time ❖ 30 minutes for emergency tickets for the following categories: <ol style="list-style-type: none"> 1. Link connection is down 2. Packet loss, variation in latency 3. Routing issue ❖ Twenty-four (24) hours response time for technical problems that require on-site services. ❖ Rebate Schedule for Downtime Connection Interruption/Outage. If the interruption is attributable to the ISP, as acknowledged by the ISP's Fault Management Center via email, the ISP shall voluntarily make the appropriate "Performance Credit" or rebate to DSWD FO CAR without the need to report or claim on the outage. The credit allowance/rebate shall be applied to the next billing month. <p>Credit for Interruptions to service will be allowed as follows:</p> <p>Interruptions of 24 Hours or less</p> <table border="1" data-bbox="531 1597 1029 1966"> <thead> <tr> <th data-bbox="531 1597 804 1675">Length of Interruption</th> <th data-bbox="804 1597 1029 1675">Credit</th> </tr> </thead> <tbody> <tr> <td data-bbox="531 1675 804 1753">Less than 30 minutes</td> <td data-bbox="804 1675 1029 1753">None</td> </tr> <tr> <td data-bbox="531 1753 804 1794">30 – 179 minutes</td> <td data-bbox="804 1753 1029 1794">3/10 day</td> </tr> <tr> <td data-bbox="531 1794 804 1836">180 – 359 minutes</td> <td data-bbox="804 1794 1029 1836">3/5 day</td> </tr> <tr> <td data-bbox="531 1836 804 1879">360 – 539 minutes</td> <td data-bbox="804 1836 1029 1879">1 1/5 day</td> </tr> <tr> <td data-bbox="531 1879 804 1921">540 – 719 minutes</td> <td data-bbox="804 1879 1029 1921">1 4/5 day</td> </tr> <tr> <td data-bbox="531 1921 804 1966">720 – 899 minutes</td> <td data-bbox="804 1921 1029 1966">2 2/5 days</td> </tr> </tbody> </table>	Length of Interruption	Credit	Less than 30 minutes	None	30 – 179 minutes	3/10 day	180 – 359 minutes	3/5 day	360 – 539 minutes	1 1/5 day	540 – 719 minutes	1 4/5 day	720 – 899 minutes	2 2/5 days	
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Item	Qty	Unit	Specification	Statement of Compliance		
			<table border="1" data-bbox="531 271 1029 344"> <tr> <td data-bbox="531 271 802 344">900 – 1440 minutes</td> <td data-bbox="802 271 1029 344">3 days</td> </tr> </table> <p data-bbox="531 344 1029 495">For interruption over 24-hours, credit will be allowed in 3/5 day multiples for each 3-hour period of interruption or fraction thereof over 24 hours.</p> <p data-bbox="531 539 1029 568">e. Maintenance</p> <ul data-bbox="579 613 1029 1263" style="list-style-type: none"> ❖ Provide a single point of contact for customer support in both areas of network connectivity and Internet access; ❖ Shall respond to request for maintenance at no cost to DSWD FO CAR; ❖ Provide not less than 7-day proactive notice of scheduled downtimes, service interruption, upgrades or preventive maintenance, if any; subject to the approval of DSWD FO CAR and ❖ Submit monthly access/usage reports to attest compliance to the SLA. <p data-bbox="531 1308 1029 1375">INSTITUTIONAL ARRANGEMENTS</p> <p data-bbox="531 1420 1029 1449">d. The Service Provider (Firm)</p> <p data-bbox="531 1449 1029 1637">The service provider representative shall coordinate with the DSWD Field Office CAR, through the assigned project focal, within the duration of the project; and</p> <p data-bbox="531 1682 1029 1711">e. The DSWD Field Office CAR</p> <p data-bbox="531 1711 1029 1962">a. Grant the ISP’s authorized representative access to its premises, equipment and facilities located therein to perform its obligations, provided that such representative shall be accompanied by the duly assigned DSWD FO CAR personnel;</p>	900 – 1440 minutes	3 days	
900 – 1440 minutes	3 days					

Item	Qty	Unit	Specification	Statement of Compliance
			<p>b. Responsible for the safe custody and use of the equipment installed by the ISP provider;</p> <p>c. Monitor the provided services and verify if the parameters under the Service Level Agreement are met and performed by the ISP provider;</p> <p>d. Issue Certificate of Inspection and Acceptance as stipulated in Section VIII, Item d.</p> <p>QUALIFICATIONS OF THE SERVICE PROVIDER</p> <ul style="list-style-type: none"> ▪ The bidder must be a Local Internet Service Provider - Provide certification/Proof from NTC. (provides Data & Internet). The fiber optic facility shall be owned and operated by the winning bidder. The service provider must hold multiple points of presence from leading local and international telecommunications providers and carriers. Subcontracting is not allowed. ▪ The bidder must provide proof of full telecommunications redundancy and continuous power. ▪ The Internet Service Provider must provide a certification that it uses its own domestic nationwide network and utilizes at least 3 International Cable landing stations facilities. ▪ The bidder must provide proof of capacity and ability to provide maintenance services and technical support. The service provider must submit detailed escalation and restoration procedures for 	

Item	Qty	Unit	Specification	Statement of Compliance
			<p>network or service outages including the contact details.</p> <ul style="list-style-type: none"> ▪ The bidder must provide seven days a week and 24 hours per day coverage for technical assistance and/or helpdesk facilities. Any problem should be resolved within a maximum of 24 hours after the notification. ▪ The bidder must have a Network Monitoring System (NMS) supported by a qualified and experienced engineers/technical support team. Bidders must have at least 1 Certification for the following: <ol style="list-style-type: none"> 1. CCIE (Cisco Certified Internetwork Expert) or equivalent certification; and/or 2. CCNA (Cisco Certified Network Associate) or equivalent certification; and/or 3. CCNP (Cisco Certified network Professional) or equivalent certification; and/or 4. PMP (Project Management Professional); and 5. MEF-CECP (MEF Carried Ethernet Certified Professional) to provide enhanced technical assistance for the requirements. ▪ The bidder must have rendered at least ten (10) years of internet service or similar service to the different government agencies and private companies. Proof as to experience shall be presented to 	

Item	Qty	Unit	Specification	Statement of Compliance
			<p>the Technical Working Group during the post qualification stage.</p> <ul style="list-style-type: none"> ▪ The bidder must be compliant with the Data Privacy Act of 2012 and must be able to provide proof of registration and a Non-Disclosure Agreement to protect the personal information being processed on their behalf. <p>CRITERIA FOR EVALUATION FOR SHORTLISTING, TECHNICAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Bidders must submit a detailed work plan specifying installation design, detailed activities, connectivity diagram from end user premise up to the last mile and timelines. Detailed work plan shall be presented to the Technical Working Group during the post qualification stage of procurement; 2. To ensure network redundancy, there shall be no repeating service provider for the primary and secondary lines. Winning bidders for this procurement are no longer allowed to join should a procurement for secondary internet service will be opened. 3. Subscribed lines should be fully fiber optic from ISP up to the last mile except when Satellite Internet is required. 4. The bidders must be compliant with the following parameters: 	

Item	Qty	Unit	Specification	Statement of Compliance
			<p>Bandwidth and Connectivity Support</p> <ul style="list-style-type: none"> a. Guaranteed dedicated 1:1 ratio symmetrical and bandwidth from clients to the global internet for lots requiring dedicated links; b. Immediate problem isolation and resolution; c. Provide corrective service information and configuration d. Remote system monitoring and reporting (MRTG of each of the sites) <p>Service Restoration and Quality of Service (QoS) Levels</p> <ul style="list-style-type: none"> i. 8am x 5pm NBD (Next Business Day) response time; ii. Down / Disconnected sites must be up and running within reasonable time upon receipt of the report. <p>24 x 7 Help Desk Support Services</p> <ul style="list-style-type: none"> i. Receive and respond to problem reports and user requests; ii. Provide first level technical support with regards to internet connectivity <ul style="list-style-type: none"> ❖ The DIA and Broadband internet subscriptions must have at least One (1) Usable Public IP Address each. ❖ IPv6 compliant. ❖ Bidders must be able to present the detailed monthly recurring fee to be charged and the corresponding installation fees (if not waived) in their proposals. 	
2	12	month	Primary Dedicated Internet for DSWD Satellite Offices across CAR	

Item	Qty	Unit	Specification	Statement of Compliance
			<p>with at least six (6) usable Static Public IPS for Calendar Year 2025</p> <ul style="list-style-type: none"> - Provision of PRIMARY DEDICATED Internet for DSWD Satellite Offices across CAR with at least 6 usable static public IPs, inclusive of managed router and installation fees if not waived; <ul style="list-style-type: none"> ❖ 200 Mbps for DSWD Operations Cluster Temporary Office, Baguio City <p>The project covers the installation of Dedicated, Broadband, and/or Satellite Internet Service for the DSWD Field Office CAR and its sub-regional sites. It involves the following:</p> <p>The winning Bidder shall provide either optical fiber, or wireless connectivity, whichever is effectively available per lot, necessary hardware, terminations and other services required to set up the internet connection.</p> <ul style="list-style-type: none"> a. Provision of incident reports and updates in case of connection failure; b. Provision of monthly utilization graphs and/or MRTG tool and/or speed/latency test report for monitoring of link quality and bandwidth utilization; c. Inclusion of Two (2) allowable transfer of internet service facility per site, in case of relocation of office; d. Provision of 24x7 support services; and e. Entering into a Service Level Agreement which defines 	

Item	Qty	Unit	Specification	Statement of Compliance
			<p>parameters of rebates for non-performance, etc.</p> <p>f. The winning bidder shall provide mobile phone with unlimited data and calls to be used in monitoring, measuring the traffic load on network links (MRTG), and contact the service provider in case of technical problems that needs to be resolved</p> <p>SUBMISSION OF REPORTS, OUTPUTS AND DELIVERABLES</p> <p>The major outputs of this project are as follows with the aforementioned specification per the scope services:</p> <p>Pre-Installation</p> <p>Provide detailed work plan specifying installation design, detailed activities, network diagram showing connectivity from end user's datacenter up to the last mile and timelines (ISP to fill up WORK PLAN to be presented to the Technical Working Group during the post qualification stage).</p> <p>Actual Installation</p> <ul style="list-style-type: none"> ❖ Provide and install a Channel Service Unit/Data Service Unit (CSU/DSU) modem at both ends of the Internet connections. ❖ Provide and install a Router at both ends of the Internet connections. ❖ Provide internet connectivity directly to the end user's server room, including materials needed for the purpose. This includes provision for the installation of cables/insulation using industry standard and materials. 	

Item	Qty	Unit	Specification	Statement of Compliance
			<p>❖ Complete the delivery, installation and configuration within thirty (30) calendar days from the receipt of the Notice to Proceed. Otherwise, the winning bidder shall pay the corresponding penalties/liquidated damages in the amount of one tenth of one percent (1/10 of 1%) of the total contract price for every calendar day of delay.</p> <p>f. Configuration</p> <ul style="list-style-type: none"> ▪ Configure modem for specified connection requirements; ▪ Configure router to the equivalent direct Internet connection speed; ▪ Configure backup router, if any; ▪ Set up one (1) Public IP address per subscription. <p>g. Testing Period</p> <ul style="list-style-type: none"> ▪ The selected ISP shall notify DSWD FO CAR in writing seven (7) days prior to the required inspection/testing of the internet service connection. ▪ The acceptance test procedure shall be in accordance with the following: <ul style="list-style-type: none"> ▪ The acceptance testing will be undertaken for a period of seven (7) days. ▪ Broadband internet will have no service interruption during the agreed test period. ▪ The Internet bandwidth requirement is attained during working hours (i.e., 7:00 a.m. to 7:00 p.m.). ▪ MRTG should be in place ▪ If any of the foregoing conditions are not met, the 	

Item	Qty	Unit	Specification	Statement of Compliance
			<p>count of the testing period shall be restarted until all of these conditions have been duly satisfied continuously for 7 working days.</p> <ul style="list-style-type: none"> ▪ Start of the Contractor’s billing shall be based on the date of issuance of “Certificate of Acceptance”. ▪ During the testing period, the Contractor shall not be held liable for performance degradation/interruptions that are beyond its control such as power outages, fluctuations or failure or malfunction of DSWD FO CAR’s own equipment, and international/regional internet backbone problems. ▪ DSWD FO CAR shall issue Certificate of Inspection and Acceptance to the Provider upon successful completion of the project. <p>h. Implementation</p> <ul style="list-style-type: none"> ❖ Shall maintain all equipment in proper working order ❖ Provide an escalation list and procedure in reporting faults and outages. ❖ Provider must immediately advise DSWD FO CAR of any downtime occurrence or if any case the internet rerouted to a backup link. ❖ Providers must have standby equipment to immediately replace the existing equipment once found defective. <p>i. Rebates</p> <ul style="list-style-type: none"> ❖ Provide industry standard Service Level Agreement 	

Item	Qty	Unit	Specification	Statement of Compliance
			<p>(SLA) which shall carry a corresponding “Performance Credit” or rebate in favor of DSWD FO CAR should any of the committed parameters mentioned below is not met.</p> <ul style="list-style-type: none"> ❖ The selected ISP provider/s should be able to render the following services: ❖ Availability: Provide 99.5% link uptime in a month ❖ Render 24-hour x 7-days customer service support ❖ Support response time ❖ 30 minutes for emergency tickets for the following categories: <ul style="list-style-type: none"> 4. Link connection is down 5. Packet loss, variation in latency 6. Routing issue ❖ Twenty-four (24) hours response time for technical problems that require on-site services. ❖ Rebate Schedule for Downtime Connection Interruption/Outage. If the interruption is attributable to the ISP, as acknowledged by the ISP’s Fault Management Center via email, the ISP shall voluntarily make the appropriate “Performance Credit” or rebate to DSWD FO CAR without the need to report or claim on the outage. The credit allowance/rebate shall be applied to the next billing month. 	

Item	Qty	Unit	Specification	Statement of Compliance																
			<p>Credit for Interruptions to service will be allowed as follows:</p> <p>Interruptions of 24 Hours or less</p> <table border="1" data-bbox="531 450 1029 898"> <thead> <tr> <th data-bbox="531 450 802 521">Length of Interruption</th> <th data-bbox="802 450 1029 521">Credit</th> </tr> </thead> <tbody> <tr> <td data-bbox="531 521 802 600">Less than 30 minutes</td> <td data-bbox="802 521 1029 600">None</td> </tr> <tr> <td data-bbox="531 600 802 645">30 – 179 minutes</td> <td data-bbox="802 600 1029 645">3/10 day</td> </tr> <tr> <td data-bbox="531 645 802 689">180 – 359 minutes</td> <td data-bbox="802 645 1029 689">3/5 day</td> </tr> <tr> <td data-bbox="531 689 802 734">360 – 539 minutes</td> <td data-bbox="802 689 1029 734">1 1/5 day</td> </tr> <tr> <td data-bbox="531 734 802 779">540 – 719 minutes</td> <td data-bbox="802 734 1029 779">1 4/5 day</td> </tr> <tr> <td data-bbox="531 779 802 824">720 – 899 minutes</td> <td data-bbox="802 779 1029 824">2 2/5 days</td> </tr> <tr> <td data-bbox="531 824 802 898">900 – 1440 minutes</td> <td data-bbox="802 824 1029 898">3 days</td> </tr> </tbody> </table> <p>For interruption over 24-hours, credit will be allowed in 3/5 day multiples for each 3-hour period of interruption or fraction thereof over 24 hours.</p> <p>j. Maintenance</p> <ul style="list-style-type: none"> ❖ Provide a single point of contact for customer support in both areas of network connectivity and Internet access; ❖ Shall respond to request for maintenance at no cost to DSWD FO CAR; ❖ Provide not less than 7-day proactive notice of scheduled downtimes, service interruption, upgrades or preventive maintenance, if any; subject to the approval of DSWD FO CAR and ❖ Submit monthly access/usage reports to attest compliance to the SLA. <p>INSTITUTIONAL ARRANGEMENTS</p> <p>d. The Service Provider (Firm)</p>	Length of Interruption	Credit	Less than 30 minutes	None	30 – 179 minutes	3/10 day	180 – 359 minutes	3/5 day	360 – 539 minutes	1 1/5 day	540 – 719 minutes	1 4/5 day	720 – 899 minutes	2 2/5 days	900 – 1440 minutes	3 days	
Length of Interruption	Credit																			
Less than 30 minutes	None																			
30 – 179 minutes	3/10 day																			
180 – 359 minutes	3/5 day																			
360 – 539 minutes	1 1/5 day																			
540 – 719 minutes	1 4/5 day																			
720 – 899 minutes	2 2/5 days																			
900 – 1440 minutes	3 days																			

Item	Qty	Unit	Specification	Statement of Compliance
			<p>The service provider representative shall coordinate with the DSWD Field Office CAR, through the assigned project focal, within the duration of the project; and</p> <p>e. The DSWD Field Office CAR</p> <p>a. Grant the ISP's authorized representative access to its premises, equipment and facilities located therein to perform its obligations, provided that such representative shall be accompanied by the duly assigned DSWD FO CAR personnel;</p> <p>b. Responsible for the safe custody and use of the equipment installed by the ISP provider;</p> <p>c. Monitor the provided services and verify if the parameters under the Service Level Agreement are met and performed by the ISP provider;</p> <p>d. Issue Certificate of Inspection and Acceptance as stipulated in Section VIII, Item d.</p> <p>QUALIFICATIONS OF THE SERVICE PROVIDER</p> <ul style="list-style-type: none"> ▪ The bidder must be a Local Internet Service Provider - Provide certification/Proof from NTC. (provides Data & Internet). The fiber optic facility shall be owned and operated by the winning bidder. The service provider must hold multiple points of presence from leading local and international telecommunications providers and carriers. Subcontracting is not allowed. ▪ The bidder must provide proof of full telecommunications redundancy and continuous power. 	

Item	Qty	Unit	Specification	Statement of Compliance
			<ul style="list-style-type: none"> ▪ The Internet Service Provider must provide a certification that it uses its own domestic nationwide network and utilizes at least 3 International Cable landing stations facilities. ▪ The bidder must provide proof of capacity and ability to provide maintenance services and technical support. The service provider must submit detailed escalation and restoration procedures for network or service outages including the contact details. ▪ The bidder must provide seven days a week and 24 hours per day coverage for technical assistance and/or helpdesk facilities. Any problem should be resolved within a maximum of 24 hours after the notification. ▪ The bidder must have a Network Monitoring System (NMS) supported by a qualified and experienced engineers/technical support team. Bidders must have at least 1 Certification for the following: <ul style="list-style-type: none"> 6. CCIE (Cisco Certified Internetwork Expert) or equivalent certification; and/or 7. CCNA (Cisco Certified Network Associate) or equivalent certification; and/or 8. CCNP (Cisco Certified network Professional) or equivalent certification; and/or 	

Item	Qty	Unit	Specification	Statement of Compliance
			<p>9. PMP (Project Management Professional); and</p> <p>10. MEF-CECP (MEF Carried Ethernet Certified Professional) to provide enhanced technical assistance for the requirements.</p> <ul style="list-style-type: none"> ▪ The bidder must have rendered at least ten (10) years of internet service or similar service to the different government agencies and private companies. Proof as to experience shall be presented to the Technical Working Group during the post qualification stage. ▪ The bidder must be compliant with the Data Privacy Act of 2012 and must be able to provide proof of registration and a Non-Disclosure Agreement to protect the personal information being processed on their behalf. <p>CRITERIA FOR EVALUATION FOR SHORTLISTING, TECHNICAL REQUIREMENTS</p> <p>5. Bidders must submit a detailed work plan specifying installation design, detailed activities, connectivity diagram from end user premise up to the last mile and timelines. Detailed work plan shall be presented to the Technical Working Group during the post qualification stage of procurement;</p> <p>6. To ensure network redundancy, there shall be no repeating service provider for the primary and secondary lines. Winning</p>	

Item	Qty	Unit	Specification	Statement of Compliance
			<p>bidders for this procurement are no longer allowed to join should a procurement for secondary internet service will be opened.</p> <p>7. Subscribed lines should be fully fiber optic from ISP up to the last mile except when Satellite Internet is required.</p> <p>8. The bidders must be compliant with the following parameters:</p> <p>Bandwidth and Connectivity Support</p> <ul style="list-style-type: none"> i. Guaranteed dedicated 1:1 ratio symmetrical and bandwidth from clients to the global internet for lots requiring dedicated links; ii. Immediate problem isolation and resolution; iii. Provide corrective service information and configuration iv. Remote system monitoring and reporting (MRTG of each of the sites) <p>Service Restoration and Quality of Service (QoS) Levels</p> <ul style="list-style-type: none"> i. 8am x 5pm NBD (Next Business Day) response time; ii. Down / Disconnected sites must be up and running within reasonable time upon receipt of the report. <p>24 X 7 Help Desk Support Services</p> <ul style="list-style-type: none"> i. Receive and respond to problem reports and user requests; ii. Provide first level technical support with regards to internet connectivity 	

Item	Qty	Unit	Specification	Statement of Compliance
			<ul style="list-style-type: none"> ❖ The DIA and Broadband internet subscriptions must have at least One (1) Usable Public IP Address each. ❖ IPv6 compliant. ❖ Bidders must be able to present the detailed monthly recurring fee to be charged and the corresponding installation fees (if not waived) in their proposals. 	
3	12	month	<p>Subscription to a Cloud-Managed Software-Defined Wide Area Network Service for the DSWD Field Office CAR Regional and Sub-regional Offices</p> <p>The project covers the provision of Cloud co-managed Software-Defined Wide Area Network Service for the DSWD Field Office CAR and Thirteen (13) sub-regional sites. It involves the following:</p> <ol style="list-style-type: none"> 1. The winning Bidder shall provide SDWAN service, necessary hardware, software, licenses, and access required to setup the connection; 2. Provision of incident reports and updates in case of interruption/maintenance; 3. Provision of 24x7 support services; and 4. Entering into a Service Level Agreement which defines parameters of rebates for non-performance, etc. <p>● Field Office CAR: Recommended Use Case: Large Branch Firewall Throughput: at least 750 Mbps Security Throughput: at least 650 Mbps</p>	

Item	Qty	Unit	Specification	Statement of Compliance
			<p>Max. Site-to-Site throughput: at least 500Mbps Max. site-to-site VPN tunnels: at least 250 WAN Interfaces: Dedicated: at least 1 x GbE RJ45, 1 x USB (cellular failover), and Dual-purpose: 1 x GbE RJ45 LAN Interfaces: Fixed: at least 8 x GbE; 2 x GbE (SFP) Mounting: should be 1U rack Should not be ISP-selective for Multi-WAN setup</p> <p>• 13 Remote Sites Recommended Use Case: Small Branch Firewall Throughput: at least 600 Mbps Security Throughput: at least 300 Mbps Max. Site-to-Site throughput: at least 300Mbps Max. site-to-site VPN tunnels: at least 50 WAN Interfaces: Dedicated: at least 1 x GbE RJ45 1 x USB (cellular failover) and Dual-purpose: at least 1 x GbE RJ45 LAN Interfaces: Fixed: at least 4 x GbE; Mounting: should be Desktop/Wall Mount Should not be ISP-selective for Multi-WAN setup</p> <p>Features required for SDWAN Equipment (Applicable for both FO and Remote Sites)</p> <ol style="list-style-type: none"> 1. Should have centralized visibility and control; 2. Should be capable of remote deployment through zero-touch cloud provisioning; 3. Should be capable of synchronizing configurations using pre-defined templates; 	

Item	Qty	Unit	Specification	Statement of Compliance
			<p>4. Should have a centralized dashboard management with management access granted to end user;</p> <p>5. Should be capable of remote configuration and diagnostics with automatic policy application.</p> <p>6. Secure operations that includes:</p> <ul style="list-style-type: none"> a. automatic, self-healing site-to-site and client VPN b. Stateful Next Generation Firewall c. Snort Intrusion Prevention and Detection d. URL Content Filtering and Malware protection e. High availability and failover f. Limited lifetime hardware warranty <p>SUBMISSION OF REPORTS, OUTPUTS AND DELIVERABLES</p> <p>The major outputs of this project are as follows with the aforementioned specification per the scope services:</p> <p>Pre-Installation</p> <p>Provide detailed work plan specifying installation design, detailed activities, network diagram showing connectivity from end user’s datacenter up to the last mile and timelines (SP to fill up WORK PLAN form as attachment)</p> <p>Actual Installation</p> <ul style="list-style-type: none"> 1. Provide and install a Cloud-managed Security and SDWAN Equipment 2. Provide configuration of SDWAN Equipment with the existing Primary and Secondary Internet Connection per area. 3. Complete the delivery, installation and configuration within thirty (30) calendar days from the receipt of the Notice to Proceed. Otherwise, the winning bidder shall pay the 	

Item	Qty	Unit	Specification	Statement of Compliance
			<p>corresponding penalties/liquidated damages in the amount of one tenth of one percent (1/10 of 1%) of the total contract price for every calendar day of delay.</p> <p>Configuration</p> <ul style="list-style-type: none"> ▪ Configure SDWAN equipment for specified connection requirements; and ▪ Configure access permissions to the cloud management console; <p>Testing Period</p> <p>The selected Service Provider shall notify DSWD FO CAR in writing seven (7) days prior to the required inspection/testing of the internet service connection.</p> <ul style="list-style-type: none"> ❖ The acceptance test procedure shall be in accordance with the following: <ul style="list-style-type: none"> a. The acceptance testing will be undertaken for a period of seven (7) days. b. No service interruption during the agreed test period c. If any of the foregoing conditions are not met, the count of the testing period shall be restarted until all of these conditions have been duly satisfied continuously for 7 working days. ❖ Start of the Contractor’s billing shall be based on the date of issuance of “Certificate of Acceptance”. ❖ During the testing period, the Contractor shall not be held liable for performance degradation/interruptions that are beyond its control such as 	

Item	Qty	Unit	Specification	Statement of Compliance
			<p>power outages, fluctuations or failure or malfunction of DSWD FO CAR's own equipment, and international/regional internet backbone problems.</p> <ul style="list-style-type: none"> ❖ DSWD FO CAR shall issue Certificate of Inspection and Acceptance to the Provider upon successful completion of the project. <p>Implementation</p> <ol style="list-style-type: none"> 1. Shall maintain all equipment in proper working order; 2. Provide an escalation list and procedure in reporting faults and outages. 3. Provider must immediately advise DSWD FO CAR any downtime occurrence or if any case the internet rerouted to a backup link; 4. Providers must have standby equipment to immediately replace the existing equipment once found defective. <p>Service Level Agreement</p> <p>The selected SP should be able to render the following services:</p> <ol style="list-style-type: none"> 1. Availability: Provide at least 95% service uptime in a month. 2. Render 24-hours x 7-days customer service support 3. Twenty-four (24) hours response time for technical problems that require on-site services. <p>Maintenance</p>	

Item	Qty	Unit	Specification	Statement of Compliance
			<ol style="list-style-type: none"> 1. Provide a single point of contact for customer support in both areas of network connectivity and Internet access; 2. Shall respond to request for maintenance at no cost to DSWD FO CAR; 3. Provide not less than 7 days proactive notice of scheduled downtimes, service interruption, upgrades or preventive maintenance, if any; subject to the approval of DSWD FO CAR and 4. Submit monthly access/usage reports to attest compliance to the SLA. <p>INSTITUTIONAL ARRANGEMENTS</p> <p>The Service Provider (Firm) The service provider representative shall coordinate with the DSWD Field Office CAR, through the assigned project focal, within the duration of the project; and</p> <p>The DSWD Field Office CAR</p> <ol style="list-style-type: none"> 1. Grant the SP's authorized representative access to its premises, equipment and facilities located therein to perform its obligations, provided that such representative shall be accompanied by the duly assigned DSWD FO CAR personnel; 2. Responsible for the safe custody and use of the equipment installed by the SP provider; 3. Monitor the provided services and verify if the parameters under the Service Level Agreement are met and performed by the SP provider; 4. Issue Certificate of Inspection and Acceptance 	

Item	Qty	Unit	Specification	Statement of Compliance
			<p style="text-align: center;">QUALIFICATIONS OF THE SERVICE PROVIDER</p> <ol style="list-style-type: none"> 1. The bidder must be a Local Networking Solutions or Telecommunications Provider. The bidder must be at least a certified gold level service provider partner of the SDWAN Equipment brand offered. Certificate should be included in the proposal subject to post qualification verification. Subcontracting is not allowed; 2. The bidder must also be able to provide the service on a subscription-basis paid through a monthly recurring fee for 12 months (January to December 2025) subject to renewal after performance evaluation. The monthly recurring fee should be stated in the bid together with the installation fees, if not waived. Installation fees must be included in the first billing if not waived. 3. The bidder must provide proof of capacity and ability to provide maintenance services and technical support to the sites indicated in Table 2. The service provider must submit detailed escalation and restoration procedures for service outages including the contact details. 4. The bidder must provide seven days a week and 24 hours per day coverage for technical assistance and/or helpdesk facilities. Any problem should be resolved within a maximum 	

Item	Qty	Unit	Specification	Statement of Compliance
			<p>of 24 hours after the notification.</p> <ol style="list-style-type: none"> 5. Bidders must have at least 1 CCIE Certified, 1 CCNA Certified, 1 CCNP Certified, 1 PMP and 1 MEF-CECP Certified to provide enhanced technical assistance for the requirements. Certificates and proof of employment should be included in the proposal subject to post qualification verification. 6. The bidder must have rendered at least ten (10) years of providing service to the different government agencies and private companies. Also, the offered SDWAN Equipment should be an internationally-recognized brand with more than 10 years of presence in the market. 7. Offered SDWAN Equipment brand should be included in at least the Challenger or Leader Quadrant of the Gartner Magic Quadrant for SD-WAN 2023 8. The bidder must be compliant with the Data Privacy Act of 2012 and must be able to provide proof of registration and a Non-Disclosure Agreement to protect the personal information being processed on their behalf. <p>CRITERIA FOR EVALUATION FOR SHORTLISTING, TECHNICAL REQUIREMENTS</p> <ol style="list-style-type: none"> 1. Bidders must submit a detailed work plan specifying installation design, detailed activities, connectivity diagram from end user premise up to the last mile and timelines. 	

Item	Qty	Unit	Specification	Statement of Compliance
			<p>2. The bidders must be compliant with the following parameters:</p> <p>3. Service Restoration and Quality of Service (QoS) Levels</p> <p>4. 8am x 5pm NBD (Next Business Day) response time</p> <p>5. Down / Disconnected sites must be up and running within reasonable time upon receipt of the report.</p> <p>6. 24 x 7 Help Desk Support Services</p> <p>7. Receive and respond to problem reports and user requests</p> <p>8. Provide first level technical support with regards to connectivity</p> <p>9. Bidders must be able to present the detailed monthly recurring fee to be charged and the corresponding installation fees (if not waived) in their proposals.</p> <p>OWNERSHIP AND PUBLICATION RIGHTS</p> <p>1. All documentation produced under the terms of this engagement shall remain the property of DSWD. DSWD retains the exclusive right to publish or disseminate the knowledge products arising from the engagement even after the termination of this project.</p> <p>2. The internet service provider is required to submit a written letter when requesting raw data, versions and/ or parts of the outputs which will be used for purposes other than what was originally agreed upon with the terms of this engagement.</p>	

TERMS AND CONDITIONS

		Statement of Compliance
1	Can comply with the <u>attached Schedule of Requirements</u>	
2	The procuring entity reserves the right to cancel or not to award the contract or reduce contract cost for any justifiable reasons or circumstance beyond the procuring entity's control, i.e. force majeure, fortuitous events, non-availability of funds, etc.	
3	Payment Term: Payment shall be processed monthly upon receipt of complete supporting documents.	

Notes:

The requirement of evidence as reference to the statement of compliance is only applicable for the items or goods that are subject for the bidding at hand. Evidence as reference to the compliance with the terms and conditions is not required. However, bidder shall still explicitly provide their statement of compliance with the prescribed "Terms and Conditions". Statement of compliance with the "Terms and Conditions" will be verified during the post-qualification stage.

Example:

Terms and Conditions:	Statement of Compliance
The bidder can comply <u>with the attached Schedule of Requirements.</u>	Comply

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

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

Technical Documents

- 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
- 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
- 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
- Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable;
and
- 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

- 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

- If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence – in case such, explicitly specify which among the parties are the primary entity;
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

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

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

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

Price Schedule for Goods Offered from Within the Philippines

Name of Bidder : _____

Page ___ of ___

Invitation to Bid No. ITB 2024-DSWDCAR-EPA-04 (Lot 1)

1	2	3	4		5	6	7	8	9	10
Item	Description	Country of origin	Quantity		Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price,	Total Price delivered Final Destination
									per unit	(col 9) x (col 4)
									(col 5+6+7+8)	
	Primary Dedicated Internet for DSWD CAR Field Office and its Satellite Offices across CAR for Calendar Year 2025									
1	Primary Dedicated Internet for DSWD CAR Field Office and its Satellite Offices across CAR for Calendar Year 2025	-	12	month	-	-	-	-	-	-
									TOTAL	-

NOTES:

1. In case a column is not applicable for an offered item, just indicate "-" or "0".

2. Leaving columns 5,6,7,8, as blank or indicating other symbol/s such as "Not Applicable", "NA", etc. shall be automatically deemed as not responsive.

Name: _____

Legal Capacity: _____

Signature: _____

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

Price Schedule for Goods Offered from Within the Philippines

Name of Bidder : _____

Page ___ of ___

Invitation to Bid No. ITB 2024-DSWDCAR-EPA-04 (Lot 2)

1	2	3	4		5	6	7	8	9	10
Item	Description	Country of origin	Quantity		Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price,	Total Price delivered Final Destination
									per unit	(col 9) x (col 4)
									(col 5+6+7+8)	
	Primary Dedicated Internet for DSWD Satellite Offices across CAR with at least six (6) usable Static Public IPS for Calendar Year 2025									
1	Primary Dedicated Internet for DSWD Satellite Offices across CAR with at least six (6) usable Static Public IPS for Calendar Year 2025	-	12	month	-	-	-	-	-	-
									TOTAL	-

NOTES:

1. In case a column is not applicable for an offered item, just indicate "-" or "0".

2. Leaving columns 5,6,7,8, as blank or indicating other symbol/s such as "Not Applicable", "NA", etc. shall be automatically deemed as not responsive.

Name: _____

Legal Capacity: _____

Signature: _____

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

Price Schedule for Goods Offered from Within the Philippines

Name of Bidder : _____

Page ____ of ____

Invitation to Bid No. ITB 2024-DSWDCAR-EPA-04 (Lot 3)

1	2	3	4		5	6	7	8	9	10
Item	Description	Country of origin	Quantity		Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price,	Total Price delivered Final Destination
									per unit	(col 9) x (col 4)
									(col 5+6+7+8)	
	Subscription to a Cloud Managed Software Defined Wide Area Network Service for the DSWD CAR Field Office and it Satellite Offices for Calendar Year 2025									
1	Subscription to a Cloud Managed Software Defined Wide Area Network Service for the DSWD CAR Field Office and it Satellite Offices for Calendar Year 2025	-	12	month	-	-	-	-	-	-
									TOTAL	-

NOTES:

1. In case a column is not applicable for an offered item, just indicate "-" or "0".

2. Leaving columns 5,6,7,8, as blank or indicating other symbol/s such as "Not Applicable", "NA", etc. shall be automatically deemed as not responsive.

Name: _____

Legal Capacity: _____

Signature: _____

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

Checklist of Technical and Financial Documents

		Name of Bidder/s		
ABC				
I. TECHNICAL COMPONENT ENVELOPE (First Envelope)				
<u>Legal Documents</u>				
(a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;				
<u>Technical Documents</u>				
(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;				
(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;				
(d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;				
or				
Original copy of Notarized Bid Securing Declaration;				
(e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable;				
(f) Original duly signed Omnibus Sworn Statement (OSS);				
and if applicable, Original Notarized Secretary's Certificate/ Board Resolution 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.				
(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.				

I. FINANCIAL COMPONENT ENVELOPE (Second Envelope)				
<input type="checkbox"/>	(i) Original of duly signed and accomplished Financial Bid Form;			
	Bid Amount:			
<input type="checkbox"/>	(j) Original of duly signed and accomplished Price Schedule(s).			
<i>Other documentary requirements under RA No. 9184 (as applicable)</i>				
(k) <i>[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]</i> 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.				

Name and Signature

**STATEMENT OF ALL ON-GOING GOVERNMENT AND PRIVATE CONTRACTS, INCLUDING
CONTRACTS AWARDED BUT NOT YET STARTED, WHETHER SIMILAR OR NOT SIMILAR IN
NATURE**

Name of Contract/ Title of the Project	a. Owner's Name b. Address c. Telephone Nos.	Date of the Contract	Contract Duration	Kinds/Nature of Goods or Services	Amount of Contract	Value of Outstanding Contracts/ Undelivered Portion	Date of Completion/ Delivery
<u>Government Contracts</u>							
i. On-going							
ii. Awarded but not yet started							
<u>Private Contracts</u>							
i. On-going							
ii. Awarded but not yet started							
Total Cost							

Submitted by : _____
(Printed Name & Signature)

Designation : _____

Date : _____

STATEMENT OF SINGLE LARGEST SIMILAR COMPLETED CONTRACT

Business Name: _____

Business Address : _____

Name of Contract/ Title of the Project	a. Owner's Name b. Address c. Telephone Nos.	Date of the Contract	Contract Duration	Kinds/Nature of Goods or Services	Amount of Completed Contract	Date of Completion/ Delivery
<u>Government Contracts</u>						
<u>Private Contracts</u>						
Total Cost						

Submitted by : _____
(Printed Name & Signature)

Designation : _____

Date : _____

Bid Securing Declaration Form

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

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

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

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

I/We, the undersigned, declare that:

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

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

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

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

AFFIDAVIT

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

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

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

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

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

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

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

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the

Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

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

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

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

- A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the income tax return and audited financial statement for FY2022 or FY2023, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent.

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

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

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

NFCC = P _____

or

Commitment from a licensed bank to extend to it a credit line if awarded the contract or a cash deposit certificate in the amount of at least 10% of the proposed project to bid.

Name of Bank: _____ Amount: _____

I hereby certify that the computation of the above is based on the income tax return and audited financial statement for FY 2022 or FY 2023 stamped "RECEIVED" by the BIR or BIR authorized collecting agent.

Submitted by:

Name of Supplier / Distributor / Manufacturer

Signature of Authorized Representative

Date : _____

NOTE:

1. If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

Bid Form for the Procurement of Goods

[shall be submitted with the Bid]

BID FORM

Date : _____

Project Identification No. : _____

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

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

If our Bid is accepted, we undertake:

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

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

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

Name and address Amount and Purpose of
of 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: _____

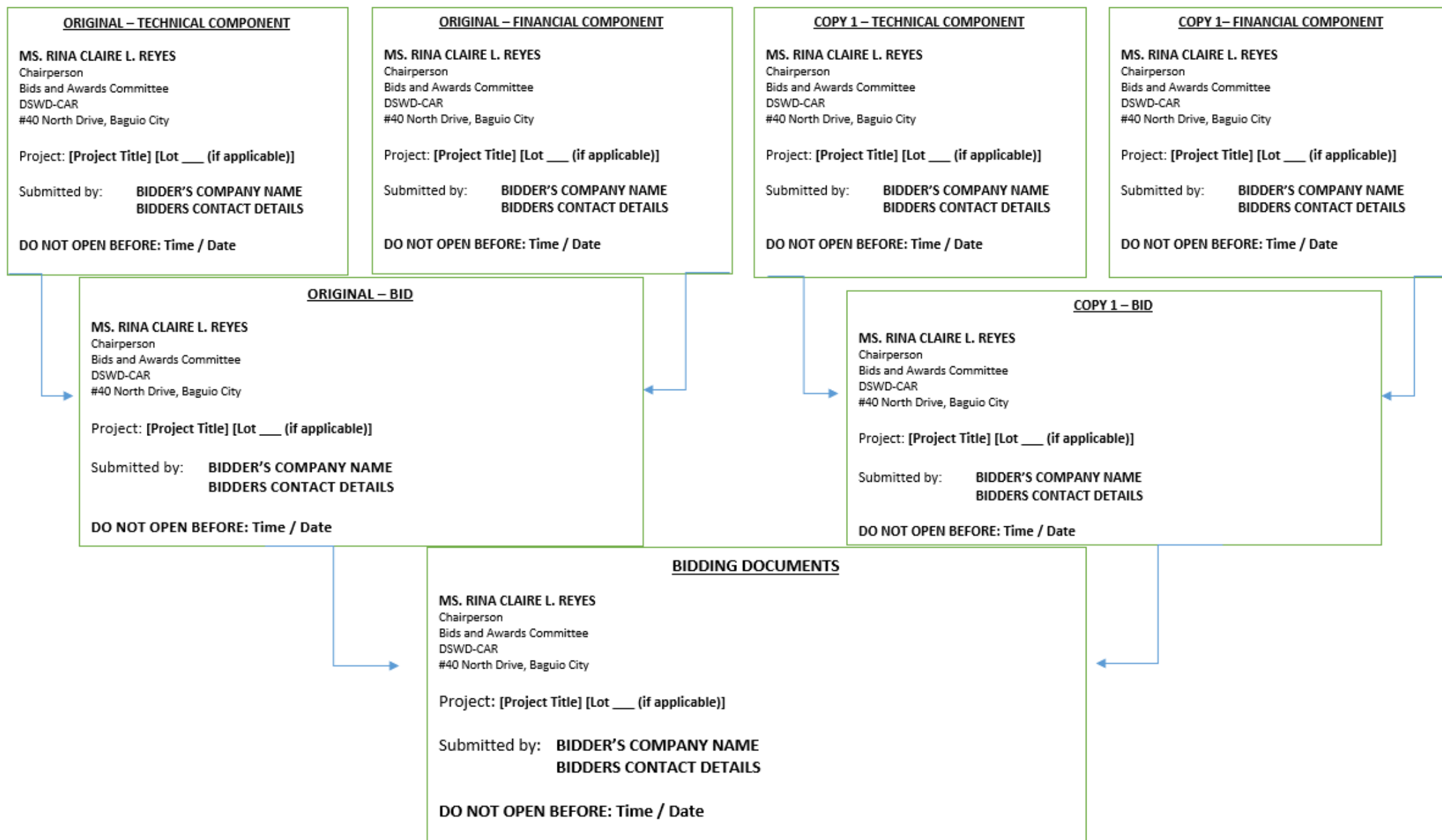
Legal capacity: _____

Signature: _____

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

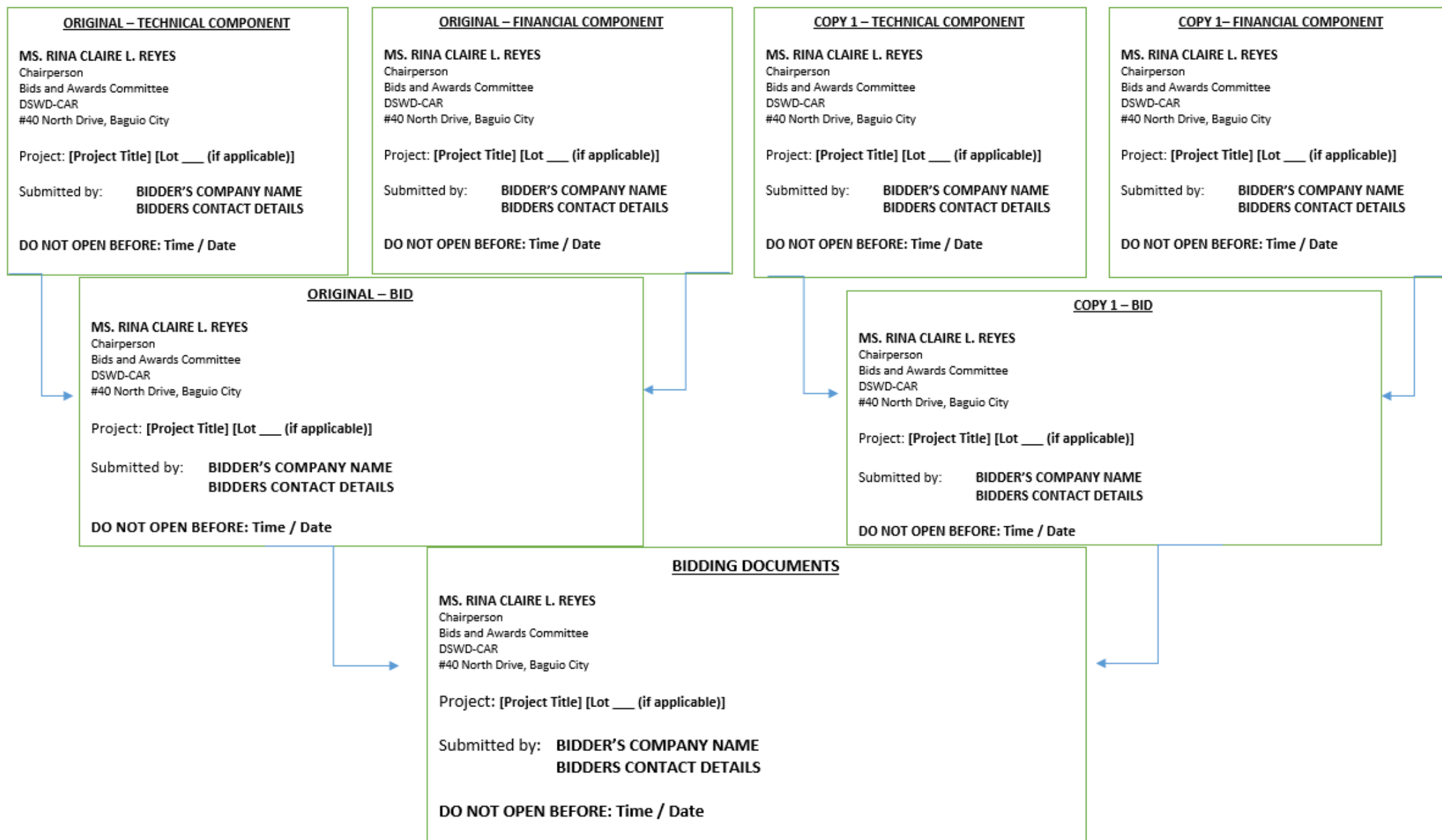
Date: _____

MARKING AND SEALING OF ENVELOPE:



Note: The technical and financial documents must be submitted in two (2) copies (Original Copy and Copy 1). The Original Technical Component envelope and Original Financial Component envelope must be sealed in one envelope marked “ORIGINAL BID”. The Copy 1 Technical Component envelope and Copy 1 Financial Component Envelope must also be sealed in another envelope marked “Copy 1 Bid”. These envelopes containing the Original Copy and Copy 1 must be enclosed in one single envelope marked “BIDDING DOCUMENTS”. The technical and financial documents must be properly tabbed and signed.

MARKING AND SEALING OF ENVELOPE:



Note: The technical and financial documents must be submitted in two (2) copies (Original Copy and Copy 1). The Original Technical Component envelope and Original Financial Component envelope must be sealed in one envelope marked “ORIGINAL BID”. The Copy 1 Technical Component envelope and Copy 1 Financial Component Envelope must also be sealed in another envelope marked “Copy 1 Bid”. These envelopes containing the Original Copy and Copy 1 must be enclosed in one single envelope marked “BIDDING DOCUMENTS”. The technical and financial documents must be properly tabbed and signed.