

**PHILIPPINE BIDDING  
DOCUMENTS**

**Procure**

# 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. Halang sa mga dokumentong ito ay hindi dapat magamit sa pagpapalaganap ng mga Produkto. —A**

- 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 veio Mne**

# Table of Contents

<b>Glossary of Acronyms, Terms, and Abbreviations</b> .....	<b>5</b>
<b>Section I. Invitation to Bid</b> .....	<b>8</b>
<b>Section II. Instructions to Bidders</b> .....	<b>12</b>
<b>1</b> <b>Scope of Bid</b> .....	<b>13</b>
<b>2</b> <b>Funding Information</b> .....	<b>13</b>
<b>3</b> <b>Bidding Requirements</b> .....	<b>13</b>
<b>4</b> <b>Corrupt, Fraudulent, Collusive, and Coercive Practices</b>	<b>13</b>
<b>5</b> <b>Eligible Bidders</b> .....	<b>14</b>
<b>6</b> <b>Origin of Goods</b> .....	<b>15</b>
<b>7</b> <b>Subcontracts</b> .....	<b>15</b>
<b>8</b> <b>Pre Bid Conference</b> .....	<b>16</b>
<b>9</b> <b>Clarification and Amendment of Bidding Documents</b> .....	<b>16</b>
<b>10</b> <b>Documents comprising the Bid Eligibility and Technical Components</b> .....	<b>16</b>
<b>11</b> <b>Documents comprising the Bid Financial Component</b> .....	<b>16</b>
<b>12</b> <b>Bid Prices</b> .....	<b>17</b>
<b>13</b> <b>Bid and Payment Currencies</b> .....	<b>17</b>
<b>14</b> <b>Bid Security</b> .....	<b>18</b>
<b>15</b> <b>Sealing and Making of Bids</b> .....	<b>18</b>
<b>16</b> <b>Deadline for Submission of Bids</b> .....	<b>18</b>
<b>17</b> <b>Opening and Preliminary Examination of Bids</b> .....	<b>18</b>
<b>18</b> <b>Domestic Preference</b> .....	<b>19</b>
<b>19</b> <b>Detailed Evaluation and Comparison of Bids</b> .....	<b>19</b>
<b>20</b> <b>Post Qualification</b> .....	<b>19</b>
<b>21</b> <b>Signing of the Contract</b> .....	<b>20</b>

# **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 conformance 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 basis 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**

**DIT – Department of Trade and Industry.**

**EXW – Exworks**

**FCA – “Free Carrier” shipping point**

**FOB – “Free on Board” shipping point**

**Foreign funded Procurement or Foreign Assisted Project-**





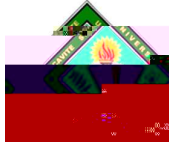
# Section I. Invitation to Bid

## 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.,  $\alpha$ R,  $\beta$ a,  $\gamma$ sed,  $\delta$ em,  $\epsilon$ Ma).



**CAVITE STATE UNIVERSITY**  
Don Severino de las Alas Campus

**Supply, Delivery, Installation and Configuration of Various Software and ICT Equipment for the University – Early Procurement**

**Lot A: Supply, Delivery, Configuration and Installation of C&SU Local Area Network**

**Lot B: Supply, Delivery and Installation of Laptop and Desktop Computers**

**Lot C: Supply, Delivery, and Installation of Renewal of Licenses and Software Subscription**

**Lot D: Supply, Delivery, and Configuration of Various ICT Equipment**

- 1 The Cavite State University, through the corporate budget for the contract, intends to apply the sum of Twenty One Million One Hundred Sixteen Thousand Pesos ( 21,116,000) being the ABC topayments under the contract for Supply, Delivery, Installation and Configuration of Various Software and ICT Equipment for the University – Early Procurement - 24G-088 Bids received in excess of the ABC shall be automatically rejected at bid opening**
- 2 The Cavite State University now invites bids for the above Procurement Project. Delivery of the Goods/Services is required for 30 days. 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 an 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 Cavite State University and inspect the Bidding Documents at the address given below during 8:00AM – 4:00PM (Monday – Thursday).**
- 5 A complete set of Bidding Documents may be acquired by interested Bidders on October 16, 2024 – November 11, 2024 from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, as follows:**



**ALMIRA G. MAGCAVAS**  
**BAC Chair, Goods and Consulting Services**



## **1. Scope of Bid**

**The Procuring Entity, Cavite State University wishes to receive Bids for the Supply, Delivery, Installation and Configuration of Various Software and ICT Equipment for the University- Early Procurement with identification number 21G-088**

**The Procurement Project (referred to herein as "Project") is composed of four (4) Lots the details of which are described in Section VII (Technical Specification).**

## **2. Funding Information**

**2.1. The GOP through the source of funding as indicated below for corporate budget for the contract approved by the governing board in the amount of Twenty One Million One Hundred ninety six thousand and no cents.**

## **5 Eligible Bidders**

**51 Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated**

**52 [~~Select one, delete other/s~~]**

**a Foreign ownership exceeding those allowed under the rules may participate pursuant to**

**i When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No 9181 and its 2016 Revised IRR allow foreign bidders to participate;**

**ii Citizens, corporations, or an M**

- i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least**



**the acts, defaults, and negligence of any subcontractor; its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen**

## **8 Pre Bid Conference**

**The Procuring Entity will hold a pre bid conference for this Project on the specified date and time through video conferencing/webcasting as indicated in paragraph 6 of the IB**

## **9 Clarification and Amendment of Bidding Documents**

**Prospective bidders may request for clarification 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**

- 101. The first envelope shall contain the eligibility and technical documents of the Bid as specified in Section VIII (Checklist of Technical and Financial Documents).**
- 102. The Bidder's SLCC as indicated in IIB Clause 5.3 should have been completed within two (2) years prior to the deadline for the submission and receipt of bids**
- 103. 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 DII 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**





## **18 Domestic Preference**

**181. The Procuring Entity will grant a margin of preference for the purpose of**

Agreement, the LCB shall likewise submit the required documents for final Post Qualification}

## **21. Signing of the Contract**

**21.1** The documents required in Section 372 of the 2016 revised IRR of RA No 9184 shall form part of the Contract. Additional Contract documents are indicated in the BDS.

### **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 IIB 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 IIB 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 IIB must be incorporated.
- b Amendments and/or supplements, if any, to provisions of the IIB as necessitated by the circumstances of the specific procurement, must also be incorporated.

# **BidDataSheet**







## **5 Warranty**

- 61 In order to assure that manufacturing defects shall be covered by the Supplier, a warranty shall be required from the Supplier as provided under Section 621 of the 2016 revised IRR of RA No 9184**
- 62 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.**

# **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

<b>GCC Clause</b>	
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<b>1</b>	<b>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted]</b>
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- e 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**
- f [Specify additional incidental service requirements, as needed]**

**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**

**Spare Parts –**

**The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:**

**Select appropriate requirements and delete the rest**

- a such spare parts as the Procuring Entity may elect to purchase from the Supplier; provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and**

**b**

**Packaging-**

**The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.**

**The packaging marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below and in any subsequent instructions ordered by the Procuring Entity.**

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

**Name of the Procuring Entity**

**When the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and**



# **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 (eg production/delivery schedule, narrow 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**



**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	Specification	Statement of Compliance
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[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidder’s Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s unamended 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

**Please see separate sheets for the  
specification requirements**

# **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 092020 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 an undsonctionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No 9184**

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### Class "A" Documents

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 852 of the IRR;

#### Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet stated, if any, whether similar or not similar in nature and complexity to the contract to be bid, and
- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 2341.3 and 2342.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents, and
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission,  
or  
Original copy of Notarized Bid Securing Declaration, and
- (e) Conformity with the Technical Specifications, which may include

- government procurement activities for the same item or product**
- (j) Certification from the DII if the Bidder claims preference as a Domestic Bidder or Domestic Entity.**

**25 FINANCIAL COMPONENT ENVELOPE**

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

