

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement of GOODS

Government of the Republic of the Philippines

Procurement for the Enhancement of Human
Resource Information System (HRIS)

Project Identification Number:
DOT-BAC-IB NO. 2024-017

**Sixth Edition
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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

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

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

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

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

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

CDA - Cooperative Development Authority.

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

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

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

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

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

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

GFI – Government Financial Institution.

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

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

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

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

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

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

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

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

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

UN – United Nations.

Section I. Invitation to Bid



INVITATION TO BID

Procurement for the Enhancement of Human Resource Information System (HRIS)

1. The *Department of Tourism (DOT)*, through the *General Appropriation Act 2024* intends to *Fifteen Million Eight Hundred Thirty-Three Thousand Six Hundred Twenty-Three Pesos and 33/100 (PhP15,833,623.33) inclusive of applicable taxes*, being the ABC to payments under the contract for *“Procurement for the Enhancement of Human Resource Information System (HRIS)”*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *DOT* now invites bids for the above Procurement Project. Delivery of the Goods is required **four (4) Months upon issuance of Notice to Proceed (NTP)**. Bidders should have completed, within *five (5) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary *“pass/fail”* criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

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

4. Prospective Bidders may obtain further information from the Bids and Awards Committee (BAC) Secretariat through the contact details given below and inspect the Bidding Documents as posted on the websites of the DOT and the Philippine Government Electronic Procurement System (PhilGEPS).
5. A complete set of Bidding Documents may be acquired by interested Bidders from *May 04, 2024 to May 26, 2024 (8:00 a.m. to 5:00 p.m.)* and *May 27, 2024 (until 9:00 a.m.)* 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, in the amount of Twenty-Five Thousand Philippine Pesos (PhP25,000.00) OR deposited to:*

Account Name	Department of Tourism-Regular Trust
Account Number	00-0-05002-407-4
Beneficiary's Bank	Development Bank of the Philippines (DBP)
Bank Branch	F. Zobel Branch
Address	809 J.P Rizal corner F. Zobel St., Makati City, Philippines

(Note: Pls. send copy of the Transaction report or any proof of payment at the email address vccervantes@tourism.gov.ph)

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of DOT, provided that **bidders shall pay the non-refundable fee for the Bidding Documents not later than the submission of their bids.**

6. The **DOT** will hold a Pre-Bid Conference on **May 13, 2024 at 10:00 a.m.** at the **4th Floor, Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Avenue, Makati City**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission **on or before May 27, 2024 at 9:00 a.m. only** at the office address indicated below. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **May 27, 2024 at 10:00 a.m.** at the **4th Floor, Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Avenue, Makati City**.
10. All documents shall be current and updated and any missing document in the checklist is a ground for outright rejection of the bid. Bidder shall submit **one (1) original** and **five (5) photocopies** of the first and second components of its bid in sealed envelope.

To facilitate the evaluation of the bids, bidders are advised to follow the arrangement in the checklist when placed in an Envelope, with documents bounded, tabbed and labeled accordingly.

11. The **DOT** 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 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:
Mr. GODOFREDO R. MALDONADO, JR.
Head, DOT-BAC Secretariat
Procurement Management Division
4th Floor, DOT Bldg.
351 Sen. Gil Puyat Ave., Makati City
Telephone Nos. 8459-5200 to 30 Loc. 425
Email Address: dot.bac@tourism.gov.ph
Website Address: www.tourism.gov.ph
13. You may visit the following websites:
For downloading of Bidding Documents: **www.tourism.gov.ph /www.philgeps.gov.ph**

USEC. FERDINAND C. JUMAPAO
DOT-BAC Chairperson

Section II. Instructions to Bidders

1. Scope of Bid

- I. The Procuring Entity, **Department of Tourism**, wishes to receive Bids for the **Procurement for the Enhancement of Human Resource Information System (HRIS)** with Project Identification Number **DOT-BAC-IB NO. 2024-017**.

The Procurement Project (referred to herein as “Project”) is composed of **one (1) lot**, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

- 2.1. The GOP through the source of funding as indicated below for FY 2023 in the amount of **Fifteen Million Eight Hundred Thirty-Three Thousand Six Hundred Twenty-Three Pesos and 33/100 (PhP15,833,623.33)**. The period for the performance of the obligations under the Contract shall not go beyond the validity of the appropriation for the Project.

- 2.2. The source of funding is the FY 2024 General Appropriations Act.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

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

6. Origin of Goods

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

7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on **May 13, 2024 at 10:00 a.m.** at the **4th Floor, Conference Room, DOT Bldg., No. 351 Sen. Gil Puyat Avenue, Makati City**, as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

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

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **five (5) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must

be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

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

- ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

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

14. Bid Security

- 14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid *one hundred twenty (120) calendar days from the date of opening of bids*. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid as indicated in *paragraph 10 of the IB*. 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

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as one project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

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

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

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. project with the same nature as the project to be bid; b. completed within <i>five (five)</i> years prior to the deadline for the submission and receipt of bids.
7.1	<i>Subcontracting is not allowed.</i>
12	<i>Not applicable</i>
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than <i>PhP 316,672.47</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than <i>PhP 791,681.17</i> if bid security is in Surety Bond.
19.3	<i>No further instructions</i>
20	<i>No further instructions</i>
21	<i>No further instructions</i>

Section IV. General Conditions of Contract

1. **Scope of Contract**

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

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

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

2. **Advance Payment and Terms of Payment**

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

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

3. **Performance Security**

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

4. **Inspection and Tests**

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

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

5. Warranty

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</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: Ms. Sofia C. Pagsuyuin Project Officer dot.humanresourcedivision@tourism.gov.ph</p>
2.2	<i>Partial payment is not allowed.</i>
4	<i>The deliverables shall be subject to the inspection and acceptance of the Project Officer.</i>

Section VI. Schedule of Requirements

Section VI. Schedule of Requirements

Item No.	Description	Quantity	Total Amount	Delivered, Weeks/Months
1	Procurement for the Enhancement of Human Resource Information System (HRIS)	1 lot	PHP15,833,623.33	Four (4) Months upon issuance of Notice to Proceed (NTP)

*More detailed service requirements and technical specifications are found under Section VII. Technical Specifications. *

Conforme:

Name of Bidder's/Representative

Signature

Date

Section VII. Technical Specifications

Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of</i></p>

		<p><i>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.]</i></p>
	<p>I. <u>PURPOSE/OBJECTIVE</u></p> <p>To install an enhanced <i>Human Resource Information System (HRIS)</i> that ensures interoperability and more efficient, seamless automation and auto-syncing of data for faster information processing that provides not just valuable but also accurate and updated reports and data, with comprehensive functionality that is aligned with the government procedures and processes, improved risk management, and planning and program development.</p> <p>II. <u>MINIMUM REQUIREMENTS</u></p> <ol style="list-style-type: none"> 1. Must be willing to provide an enhanced/modified HRIS that is fully operational/functioning with end-to-end HR processing. 2. Must be able to provide proof of satisfactory completion for an operational HRIS that is compliant with the existing Government and Civil Service Commission rules, regulations, and policies installed/deployed in Government Agencies. 3. Must be an IT company established for at least five (5) years. 4. Must be PhilGEPS Platinum accredited. 5. The system must meet the technical specifications and budgetary requirements provided under the scope of the system and approved budget for the contract. <p>III. <u>ITEMS/ DELIVERABLES</u></p> <p>ITEM 1 – ENHANCED HUMAN RESOURCE INFORMATION SYSTEM (HRIS)</p> <p>Scope of System:</p>	

	<p>The service provider must be able to deliver the following:</p> <ul style="list-style-type: none"> • Customize, test, deliver, and install the enhanced Human Resource Information System (HRIS). • The system shall be compliant with the existing Government and Civil Service Commission rules, regulations and policies. Also, updates must be included if there are changes of policies during the warranty period. • The system must be configurable and customizable to allow ease of use and flexibility in adjusting the libraries used in the system. • Perform data migration and updating of database information • Provide the equipment, tools, and software necessary for the system’s implementation; • The system must provide licenses for unlimited users. There should be no license restrictions as to how many users may be used in the system • The system must be capable of comprehensive search features to filter records. Also, the filtered records must be exportable to CSV, Excel and PDF. • Prepare necessary documentation/reports for the entire project and ensure that existing government rules and regulations are considered. • Provide training to employees and users (HR & IT staff) related to technicalities and software processes. • Employee and User-Friendly Interface. • Upon installation of the system, the provider must deploy at least 3 help desks which will act as a migration coordinator to communicate and assist in reviewing and importing existing data for importation for the agreed period. • Submission of user manual for both software and hardware. Knowledge transfer must also be performed. • Enabled importation and exportation of reports, data, and statistics to Microsoft applications (Excel, Word etc.) and other applicable applications. • A web-based system that can be accessible anytime anywhere and compatible with different types of PC Operating systems and printers. • The system is compatible and can auto-sync data from the Biometrics Machine to the system. • Non-disclosure agreement between the Department and the winning bidder. 	
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- Provision of IPsec VPN connection between the cloud and DOT central data center validity should be equivalent to the cloud service subscription.
- Provision of technical support for API creation, configuration, and other IT services needed for the implementation of IPsec VPN between the cloud and DOT central data center.
- IPsec VPN must be at least 100Mbps for connection and data transfer.
- Provide a 2-year software warranty with software updates and managed hosting and servers.
- Turnover the source code of the software upon installation and the updated source code (if applicable).

The HRIS shall cover the following modules:

- 1. Recruitment, Selection, and placement (including onboarding)**
- 2. Learning and Development**
- 3. Performance Management**
- 4. Rewards and Recognition**
- 5. Employee Information**
- 6. Scheduling and Timekeeping**
- 7. Leave Management**
- 8. Payroll**
- 9. Employee Self-Service**
- 10. Medical/Clinic Management**
- 11. System Settings**

- **Functional Specifications:**

- 1. Recruitment, Selection and Placement**

- 1.1. Job vacancy management for plantilla and job orders
- 1.2. Job vacancy posting and publication management
- 1.3. Applicant management
- 1.4. Applicant examination management of scores and results
- 1.5. Application for insider and outsider applicants with data privacy consent
- 1.6. Integration of applicant information to the Personal Data Sheet upon hiring
- 1.7. Updating of HRMPSB Rating (with HRMPSB rating sheet functionality to be accessed by the HRMPSB Committee, auto-computed results and synchronized with the Comparative Rating of Applicants)
- 1.8. Action Sheet Report

	<ul style="list-style-type: none"> 1.9. Appointment Transmittal and Action Form 1.10. Publication Report 1.11. Application Assessment Forms 1.12. Generation Assessment Sheet per candidate synchronized with the applicant's PDS 1.13. Recruitment Tracking Form 1.14. Appointment Management 1.15. Appointment Forms 1.16. Online Recruitment Platform with email and SMS alerts for external applicant use. 1.17. Online Recruitment Platform must include tracking no., SMS, and email alerts for internal and external applicants. 1.18. Customized sender name for SMS. SMS credits are included for the duration of the warranty period. 1.19. Integration and synchronization between the onsite HRIPS and Online Recruitment Platform. 1.20. Onboarding facility for rank-and-file employees, and 3rd-level officials <p>2. Learning and Development</p> <ul style="list-style-type: none"> 2.1. Invitation processing 2.2. Training nominations, approval and assessment Forms 2.3. Training/program reports 2.4. Generation of Certificate of Appearance and Certification of Participation/Completion 2.5. Trainings by sponsoring agencies report 2.6. Trainings for employees with scholarship grants 2.7. Generation of employee / individual trainings attended/completed 2.8. Synchronization of approved trainings to employee's PDS <p>3. Performance Management</p> <ul style="list-style-type: none"> 3.1. Management of Performance Appraisals (including the probationary period for newly hired employees) 3.2. Generation of Performance Based Bonus Form 3.3. Performance Based Bonus Report 3.4. Individual Performance Commitment and Review (IPCR) Form 3.5. Department Performance Commitment and Review (DPCR) Form 3.6. Office Performance Commitment and Review (OPCR) FORM 3.7. Strategic performance management report 3.8. Individual Development Plan 	
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	<p>3.9. Other SPMS forms (e.g. Coaching and Monitoring, etc.)</p> <p>4. Rewards and Recognition</p> <p>4.1. PRAISE Nomination</p> <p>4.2. Productivity Enhancement Incentive</p> <p>4.3. Special Awards</p> <p>4.4. Performance Based Bonus</p> <p>4.5. Loyalty Incentive Pay</p> <p>4.6.</p> <p>4.7. Perfect Attendance and Productivity Incentive</p> <p>4.8. Career and Self-Development Incentive</p> <p>5. Employee Information</p> <p>5.1. Personal data sheet (PDS) management as indicated in the latest CSC form</p> <p>5.2. Work Experience Sheet</p> <p>5.3. Government-issued identification cards (IDs) management</p> <p>5.4. Certificate of employment</p> <p>5.5. Service Record</p> <p>5.6. 201 documents</p> <p>5.7. Statement of Assets, Liabilities, and Net Worth (SALN) management</p> <p>5.8. Summary List of SALN Filers</p> <p>5.9. BIR Form 1902</p> <p>5.10. BIR Form 1905</p> <p>5.11. BIR Form 2316</p> <p>5.12. Notice of Salary Adjustment (NOSA)</p> <p>5.13. Notice of Salary Increase (NOSI)</p> <p>5.14. Self-Assessment form</p> <p>5.15. List of Newly Hired Employees who received Initial Salary</p> <p>5.16. Details management for a user account, position, bank account, contacts</p> <p>5.17. (in case of emergency), relatives in the government, administrative offenses, formal charges, income and deductions, and leave and holiday eligibility</p> <p>5.18. Employees can update their Personal Data Sheet (PDS) subject to the approval of Human Resources.</p> <p>5.19. Maintain an updated history of the personal data sheet (PDS).</p> <p>5.20. Filing and approval of compensatory, overtime, leave, request change shift, DTR correction, and manual submission of DTR</p> <p>5.21. Monitoring, screening, and evaluation of Magna Carta applications and reports</p> <p>5.22. Provident fund applications and reports</p>	
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	<ul style="list-style-type: none"> 5.23. Psychological assessment and self-assessment application 5.24. Management of all active and inactive employees 5.25. Employee Masterlist 5.26. Manpower Complement/Statistics containing filled and unfilled positions (authorized/plantilla positions, Job Order, and Local Hires) 5.27. Reports that can extract the data with comprehensive search filters from the employee information. 5.28. Demographics reports that can extract the data with graphical charts and comprehensive search filters from the employee information. 5.29. Announcements, memoranda, circular, and order 5.30. Customer feedback with a generation of feedback report 5.31. Employee Inquiries <p>6. Scheduling and Timekeeping</p> <ul style="list-style-type: none"> 6.1. Schedule management for fixed, sliding, flexi-time setup, and other flexible <ul style="list-style-type: none"> 6.1.1. working arrangement, work suspension 6.2. Holidays and employee eligibility 6.3. User must be able to download schedule template which they can edit and <ul style="list-style-type: none"> 6.3.1. upload for schedule creation. 6.4. Calendar view of attendance monitoring that shows the summary of perfect time entries, problematic time entries (with the schedule but no time entries), corrected time entries (through DTR correction), incomplete time entries, on leave, holiday, and no scheduled time entries. 6.5. Generation of monthly DTR certification 6.6. Manual uploading of biometric time entries 6.7. Online attendance for work-from-home employees (including Foreign Offices personnel) 6.8. DTR Review and Finalize functions 6.9. Daily Time Record 6.10. Generation of DTR compliance report 6.11. Absent Without Official Leave Report 6.12. Employee Attendance Report 6.13. Habitual Tardiness Report 6.14. Habitual Undertime Report 6.15. Habitual DTR Correction Report 6.16. Habitual Leave Report 6.17. Incomplete Time Entries Report 6.18. Overtime Report 6.19. Off Duty Schedule Report 6.20. Perfect Attendance Report 6.21. Manpower Report 	
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	<p>6.22. Monthly Report of Attendance</p> <p>6.23. Late Leave Filing Report</p> <p>6.24. Accomplishment Report</p> <p>6.25. Consolidated Overtime and Compensatory Time Off Report</p> <p>6.26. Generation of Prolonged Leaves</p> <p>6.27. Generation of a List of Late Filed Leave Applications</p> <p>6.28. Generation of Employees' Number of Punches in Biometrics</p> <p>6.29. Consolidated Tardiness and Undertime Report with Monetary Value</p> <p>6.30. Integrated with leave module to allow earning of leaves based on DTR</p> <p>6.31. Integrated with leave module to allow deduction of leaves based on late and undertime</p> <p>6.32. Integrated with leave module to display days on leave in the DTR</p> <p>6.33. Integrated with biometrics devices to allow automated consolidation / retrieval of time entries and plot it to the DTR</p> <p>7. Leave Management</p> <p>7.1. Employee leave eligibility</p> <p>7.2. Can manually apply adjustments</p> <p>7.3. Leave approval will allow HR users to review submitted leaves and apply the necessary adjustments as necessary</p> <p>7.4. Leave Card / Ledger</p> <p>7.5. Leave Earned of All Employees Per Month</p> <p>7.6. Leave Balance History Per Leave Classification</p> <p>7.7. All Employees Leave Report</p> <p>7.8. Unauthorized Leave Report</p> <p>7.9. Integrated with timekeeping to allow earning of leaves based on the DTR and CSC leave computation</p> <p>7.10. Integrated with DTR module to allow deduction of leaves based on late and undertime</p> <p>7.11. Integrated with employee self-service module where employees can file leave</p> <p>7.12. Integrated with payroll to allow leave monetization</p> <p>7.13. Generation of certification of leave credits earned/balance</p> <p>8. Payroll</p> <p>8.1. Payroll should follow CSC rules, regulation and policies.</p> <p>8.2. Payroll period management</p>	
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	<ul style="list-style-type: none"> 8.3. Integrated with employee information to use details needed for payroll generation such as: <ul style="list-style-type: none"> 8.3.1. Position Title 8.3.2. Salary Grade 8.3.3. Step No. 8.3.4. Employment Status (Permanent, Job Order and etc.) 8.3.5. Employment Type (Full Time / Part Time) 8.3.6. Required hours per week 8.3.7. Basic Salary 8.3.8. Initial Salary 8.3.9. Salary Differential 8.3.10. Regular Bonus and other benefits 8.3.11. De Minimis benefits 8.3.12. RATA 8.3.13. PERA 8.3.14. Mobile Allowance 8.3.15. Quarters Allowance 8.3.16. Other Government Mandated Benefits (CNA, SRI, PBB, etc.) 8.3.17. Current applicable tax computations 8.4. Last Pay 8.5. Out of Payroll Salary 8.6. Integrated with DTR to generate overtime payment for plantilla/permanent employees and drivers (plantilla and contract of service) 8.7. Income and benefits management 8.8. Deductions management 8.9. Loans and payments management (including loan refund and loan balances) 8.10. General Payroll 8.11. Union Dues 8.12. Philhealth Honorarium Share 8.13. Leave Monetization 8.14. Terminal Leave Pay 8.15. Loyalty Incentive Pay 8.16. Longevity Incentive Pay 8.17. Step Increment 8.18. Mid-year Bonus 8.19. Year-end and Cash Gift Bonus 8.20. Anniversary Incentive 8.21. Productivity Enhancement Incentive 8.22. Career and Self Development Incentive 8.23. Clothing Allowance 8.24. Athletic Allowance 8.25. Tax Refund and Deficit Adjustment 8.26. Allow reviewing, adjustments, and finalization of payroll generated 8.27. Allow locking of payroll 	
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	<p>8.28. Allow manual exclusion/cancellation of employee from payroll period.</p> <p>8.29. Payslip Report</p> <p>8.30. Excluded/Cancelled Employees Report</p> <p>8.31. Philhealth Honorarium Share Report</p> <p>8.32. PHIC Contribution Table</p> <p>8.33. BIR Tax Table</p> <p>8.34. Cover Page</p> <p>8.35. General Payroll Report</p> <p>8.36. LBP Report</p> <p>8.37. Bank Proof List</p> <p>8.38. Summary of Mandatory Deductions</p> <p>8.39. Summary of Salaries, Benefits and Other Allowances</p> <p>8.40. Summary of Payroll to include basic salary, mandatory deductions, other income, other deductions and loans and payments.</p> <p>8.41. YTD (Year to Date) Payroll Register Report</p> <p>8.42. Year End and Cash Gift Bonus Report</p> <p>8.43. Mid-Year Bonus Report</p> <p>8.44. Clothing Allowance Report</p> <p>8.45. Monetization of Leave Credits Report</p> <p>8.46. Contribution Reports</p> <p>8.47. GSIS Contribution Report</p> <p>8.48. PHIC Contribution Report</p> <p>8.49. PAGIBIG Contribution Report</p> <p>8.50. Tax Contribution Report</p> <p>8.51. Remittance Reports</p> <p>8.52. Withholding Tax Monthly Remittance Report</p> <p>8.53. PHIC Remittance Report</p> <p>8.54. PHIC Monthly Remittance Report</p> <p>8.55. GSIS Remittance Report</p> <p>8.56. GSIS Monthly Remittance Report</p> <p>8.57. PAGIBIG Remittance Report</p> <p>8.58. PAGIBIG Monthly Remittance Report</p> <p>8.59. Loans and Payments Report</p> <p>8.60. Monthly Loan and Payment Report</p> <p>8.61. Payroll detail approval</p> <p>8.62. Bulk Uploading of Tax Amount</p> <p>8.63. Re-compute Specific Employees on Review and Finalize</p> <p>8.64. Exclude Employees on Specific Weeks Pay</p> <p>8.65. Certificate of PHIC, PAGIBIG, GSIS Contributions and Loans</p> <p>8.66. Settings for GSIS Contribution Percentage</p> <p>8.67. Settings for PAGIBIG Minimum Contributions</p> <p>8.68. Generate Report for Payroll with anticipated Leave Without Pay</p> <p>8.69. Creation of ISO Incentive Payroll and Vouchers</p>	
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	<p>8.70. Creation of Mandatory Service Retiree Payroll and Vouchers</p> <p>8.71. Athletic Allowance</p> <p>8.72. CNA Incentive</p> <p>8.73. Living Quarters Allowance</p> <p>8.74. Overseas Allowance</p> <p>8.75. Foreign Health Insurance</p> <p>8.76. Family Allowance (for foreign offices)</p> <p>8.77. Daily Subsistence Allowance (DSA; for foreign offices)</p> <p>8.78. Relocation Allowance</p> <p>8.79. Foreign Reimbursement</p> <p>8.79.1. Key Money</p> <p>8.79.2. agent's fee</p> <p>8.79.3. Airfare</p> <p>8.79.4. excess baggage</p> <p>8.79.5. health insurance</p> <p>8.79.6. shipment</p> <p>8.79.7. travel</p> <p>8.80. 3 months commutable allowance (for foreign offices)</p> <p>8.81. Perfect Attendance Incentive</p> <p>8.82. Self-Development Incentives</p> <p>8.83. Special Awards Incentive (PRAISE)</p> <p>8.84. Summary of Employee's Payroll Index</p> <p>8.85. Monthly Loans Report</p> <p>8.86. Other bonus and incentive reports (e.g. Loyalty Award, etc.)</p> <p>8.87. Generation of payroll file compatible with Land Bank's Digital Banking Portal</p> <p>9. Employee Self-Service</p> <p>9.1. Allows viewing and printing of own latest Personal Data Sheet (PDS).</p> <p>9.2. Allows updating of own Personal Data Sheet (PDS) subject for HR approval</p> <p>9.3. Allows viewing and printing of own payslip</p> <p>9.4. Allows viewing and printing of own contributions for GSIS, PHIC, PAGIBIG and Tax</p> <p>9.5. Allows viewing and printing of own schedule</p> <p>9.6. Allows viewing and printing of own attendance</p> <p>9.7. Allows viewing and printing of own DTR</p> <p>9.8. Allows viewing of loan records</p> <p>9.9. Allows viewing and printing of own summary of overtime report</p> <p>9.10. Allows monitoring of leave</p> <p>9.11. Allows filing of the following:</p> <p>9.11.1. Compensatory</p> <p>9.11.2. Overtime</p>	
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- 9.11.3. Leave
- 9.11.4. Request Change Shift
- 9.11.5. DTR correction
- 9.11.6. Manual Submission of DTR
- 9.12. Allows viewing and application on job vacancies
- 9.13. Allows viewing of memo and notifications
- 9.14. Alert user for the following:
 - 9.14.1. Compensatory Off Status
 - 9.14.2. Overtime Status
 - 9.14.3. Leave Status
 - 9.14.4. Request Change Shift
 - 9.14.5. DTR correction Status
 - 9.14.6. Expiring licenses (HR only)
 - 9.14.7. Issues with DTR
 - 9.14.8. Notification and Memo received
- 9.15. Employee Inquiry
- 9.16. Customer Feedback
- 9.17. Monitoring of Training Nominations
- 9.18. Application for IPCR
- 9.19. Application for Magna Carta
- 9.20. Application for Provident Fund
- 9.21. Application for Individual Development Plan
- 9.22. Application for Coaching and Monitoring
- 9.23. Application for Trainings and Seminars
- 9.24. Monitoring of Received Memorandum/Announcements

10. System Settings

- 10.1. Tables/master files must be configurable
- 10.2. Management of security and access controls through the use of user privileges that specify what modules and actions are allowed for a specific user or user group
- 10.3. The system must be able to audit trail / record all transactions, insertions and modifications for transparency and accountability.
- 10.4. The system must have a facility to allow dashboards to show quick access to data and notifications. Dashboard information must be updated to reflect real time data.

11. Inclusion of Hardware with the following specifications:

Six (6) Facial and Fingerprint Recognition Biometric Devices

- Dimensions: 5” Touch Screen
- Resolution: 1280 x 800
- Memory: 2GB RAM
- Storage: 32GB ROM

	<ul style="list-style-type: none"> • OS: Android 11 • Network: LAN, Wireless (2.4G Wi-fi) • Face Capacity: 20,000 • Fingerprint Capacity: 20,000 • Log Capacity: 1,000,000 • Capacity to take photos of employees when facial recognition is used. <p>ITEM 2 - PROVISION OF TRAINING</p> <ul style="list-style-type: none"> • Provision onsite training related to the technicalities and software processes to approximately 500 pax DOT officials and employees in different batches: <ol style="list-style-type: none"> 1. IT Administrators 2. System Users/ Administrators/ Processors 3. General Users 4. Foreign Offices personnel* 5. Rest of DOT employees in the Central Office (in batches: 25 to 30 pax per batch) <p>*In the case of Foreign Office personnel, the training will be done via online platform</p>	
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Conforme:

Name of Bidder's/Representative

Signature

Date

***Section VIII. Checklist of Technical and
Financial Documents***

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

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

Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (**Annex "A"**); **and**
- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents (Note: This statement shall be supported with end-user's acceptance or official receipt(s) or sales invoice issued for the contract) (**Annex "B"**); **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 (**Annex C"**); **and**
- (e) Conformity with the Technical Specifications (**Section VII**), which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable (**Section VI**); **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS) (**Annex "D"**); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) (**Annex "E"**);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

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

II. FINANCIAL COMPONENT ENVELOPE

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

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

- (k) *[For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

