



Republic of the Philippines
OFFICE OF THE PRESIDENT
PHILIPPINE RECLAMATION AUTHORITY

7th floor, Legaspi Towers 200 Bldg., 107 Paseo de Roxas St., Legaspi Village, 1226 City of Makati
Tel.No.: (02) 8459-5000 • Facsimile No.: (02) 8815-2662
Website: www.pea.gov.ph • Email: info@pea.gov.ph

**INVITATION TO BID
FOR THE
SUPPLY, DELIVERY, INSTALLATION, AND CONFIGURATION
OF AN INTEGRATED FINANCIAL MANAGEMENT INFORMATION SYSTEM
(PBG00DS-23-002)**

1. The Philippine Reclamation Authority (PRA), through its Approved Corporate Operating Budget for 2023 intends to apply the sum of **Fifteen Million Pesos (P15,000,000.00)** being the total Approved Budget for the Contract (ABC) for the procurement of the Financial Management Information System.

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

2. The **PRA** now invites bids for the **Supply, Delivery, Installation, and Configuration of an Integrated Financial Management Information System**. Delivery of the Goods is indicated in the Schedule of Requirements. Bidders should have completed, within five years (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.

Interested bidders may obtain further information from **PRA** and inspect the Bidding Documents at the address given below from 8:00 AM to 4:00 PM Mondays to Fridays, except holidays.

4. A complete set of Bidding Documents may be acquired by interested Bidders on **April 17 to May 18, 2023** during office hours between 8:00 AM to 4:00 PM, Mondays to Fridays, except holidays, and on **May 19, 2023** until 8:30 AM from the given address below upon payment of the applicable fee in the amount of Ten Thousand Pesos (P10,000.00) pursuant to the latest Guidelines issued by the GPPB.

It may also be downloaded from the websites of the Philippine Government Electronic Procurement System (PhilGEPS) and PRA free of charge, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

5. The **PRA** will hold a Pre-Bid Conference on **May 04, 2023**, at 9:30 AM at PRA Conference Room, 3F Bldg. 4A PNOG Compound, Energy Center, Rizal Drive, Bonifacio Global City, Fort Bonifacio, Taguig City, which shall be open to prospective bidders.
6. Bids must be duly received by the BAC Secretariat at the PRA Conference Room, Building 4A PNOG Compound, Energy Center, Rizal Drive, Bonifacio Global City, Fort Bonifacio, Taguig City, on or before **May 19, 2023, 9:00 AM**. Late bids shall not be accepted. Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.

Bid opening shall be on **May 19, 2023, 9:30 AM**, at the PRA Conference Room, Building 4A PNOG Compound, Energy Center, Rizal Drive, Bonifacio Global City, Fort Bonifacio, Taguig City. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

7. The **PRA** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA No. 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
8. For further information, please refer to:

ATTY. KAREN A. VILLAMIL
Chairperson, Bids and Awards Committee
Philippine Reclamation Authority
Bldg. 3 PNOG Compound, Energy Center,
Rizal Drive, Bonifacio Global City,
Fort Bonifacio, Taguig City
Tel. Nos. (02) 8459-5000
Email: bac@pea.gov.ph

9. For downloading of Bidding Documents, you may visit the following websites:

www.pea.gov.ph / www.philgeps.gov.ph

April 17, 2023

Original signed

ATTY. KAREN A. VILLAMIL
BAC Chairperson





Bid Notice Abstract

Invitation to Bid (ITB)

Reference Number 9664758
Procuring Entity PHILIPPINE RECLAMATION AUTHORITY
Title SUPPLY, DELIVERY, INSTALLATION, AND CONFIGURATION OF AN INTEGRATED FINANCIAL MANAGEMENT INFORMATION SYSTEM (PBGOODS-23-002)
Area of Delivery Metro Manila

Solicitation Number:	PBGOODS-23-002	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Public Bidding	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Information Technology	Document Request List	0
Approved Budget for the Contract:	PHP 15,000,000.00		
Delivery Period:	120 Day/s		
Client Agency:			
Contact Person:	Angela Rodrigo BAC Secretariat Member PNOC Bldg. 3, PNOC Compound Energy Center, Rizal Drive Bonifacio Global City Taguig City Metro Manila Philippines 63-2-84595000 Ext.7202 bac@pea.gov.ph	Date Published	17/04/2023
		Last Updated / Time	16/04/2023 17:00 PM
		Closing Date / Time	19/05/2023 08:30 AM

Description

1. The Philippine Reclamation Authority (PRA), through its Approved Corporate Operating Budget for 2023 intends to apply the sum of Fifteen Million Pesos (₱15,000,000.00) being the total Approved Budget for the Contract (ABC) for the procurement of the Financial Management Information System.

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

2. The PRA now invites bids for the Supply, Delivery, Installation, and Configuration of an Integrated Financial Management Information System. Delivery of the Goods is indicated in the Schedule of Requirements. Bidders should have completed, within five years (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.

Interested bidders may obtain further information from PRA and inspect the Bidding Documents at the address given below from 8:00 AM to 4:00 PM Mondays to Fridays, except holidays.

4. A complete set of Bidding Documents may be acquired by interested Bidders on April 17 to May 18, 2023 during office hours between 8:00 AM to 4:00 PM, Mondays to Fridays, except holidays, and on May 19, 2023 until 8:30 AM

from the given address below upon payment of the applicable fee in the amount of Ten Thousand Pesos (₱10,000.00) pursuant to the latest Guidelines issued by the GPPB.

It may also be downloaded from the websites of the Philippine Government Electronic Procurement System (PhilGEPS) and PRA free of charge, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

5. The PRA will hold a Pre-Bid Conference on May 04, 2023, at 9:30 AM at PRA Conference Room, 3F Bldg. 4A PNO Compound, Energy Center, Rizal Drive, Bonifacio Global City, Fort Bonifacio, Taguig City, which shall be open to prospective bidders.

6. Bids must be duly received by the BAC Secretariat at the PRA Conference Room, Building 4A PNO Compound, Energy Center, Rizal Drive, Bonifacio Global City, Fort Bonifacio, Taguig City, on or before May 19, 2023, 9:00 AM. Late bids shall not be accepted. Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 14.

Bid opening shall be on May 19, 2023, 9:30 AM, at the PRA Conference Room, Building 4A PNO Compound, Energy Center, Rizal Drive, Bonifacio Global City, Fort Bonifacio, Taguig City. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

7. The PRA reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA No. 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

8. For further information, please refer to:

ATTY. KAREN A. VILLAMIL
Chairperson, Bids and Awards Committee
Philippine Reclamation Authority
Bldg. 3 PNO Compound, Energy Center,
Rizal Drive, Bonifacio Global City,
Fort Bonifacio, Taguig City
Tel. Nos. (02) 8459-5000
Email: bac@pea.gov.ph

9. For downloading of Bidding Documents, you may visit the following websites:

www.pea.gov.ph / www.philgeps.gov.ph

Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	INTEGRATED FINANCIAL MANAGEMENT INFORMATION SYSTEM	SUPPLY, DELIVERY, INSTALLATION, AND CONFIGURATION	1	Lot	15,000,000.00

Pre-bid Conference

Date	Time	Venue
04/05/2023	9:30:00 AM	PRA Conference Room, 3F Bldg. 4A PNO Compound, Energy Center, Rizal Drive, Bonifacio Global City, Fort Bonifacio, Taguig City

Created by Angela Rodrigo

Date Created 16/04/2023

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

PHILIPPINE BIDDING DOCUMENTS

Procurement of GOODS

**SUPPLY, DELIVERY, INSTALLATION,
AND CONFIGURATION OF AN
INTEGRATED FINANCIAL MANAGEMENT
INFORMATION SYSTEM**

PHILIPPINE RECLAMATION AUTHORITY

**Project ID No.
PBGOODS-23-002**

Table of Contents

Glossary of Acronyms, Terms, and Abbreviations	3
Section I. Invitation to Bid	6
Section II. Instructions to Bidders	9
1. Scope of Bid	10
2. Funding Information	10
3. Bidding Requirements	10
4. Corrupt, Fraudulent, Collusive, and Coercive Practices	10
5. Eligible Bidders	10
6. Origin of Goods	11
7. Subcontracts	11
8. Pre-Bid Conference	11
9. Clarification and Amendment of Bidding Documents	11
10. Documents comprising the Bid: Eligibility and Technical Components	11
11. Documents comprising the Bid: Financial Component	12
12. Bid Prices	12
13. Bid and Payment Currencies	13
14. Bid Security	13
15. Sealing and Marking of Bids	13
16. Deadline for Submission of Bids	13
17. Opening and Preliminary Examination of Bids	13
18. Domestic Preference	14
19. Detailed Evaluation and Comparison of Bids	14
20. Post-Qualification	14
21. Signing of the Contract	15
Section III. Bid Data Sheet	16
Section IV. General Conditions of Contract	18
1. Scope of Contract	19
2. Advance Payment and Terms of Payment	19
3. Performance Security	19
4. Inspection and Tests	19
5. Warranty	20
6. Liability of the Supplier	20
Section V. Special Conditions of Contract	21
Section VI. Schedule of Requirements	26
Section VII. Technical Specifications	27
Section VIII. Checklist of Technical and Financial Documents	43
Checklist of Technical and Financial Documents	44

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 projects 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



Republic of the Philippines
OFFICE OF THE PRESIDENT
PHILIPPINE RECLAMATION AUTHORITY

7th floor, Legaspi Towers 200 Bldg., 107 Paseo De Roxas St., Legaspi Village, 1226 City of Makati
Tel. No.: (02) 459-5000 • Facsimile No.: (02) 815-2662
Website: www.pea.gov.ph • Email: info@pea.gov.ph

**INVITATION TO BID
FOR THE
SUPPLY, DELIVERY, INSTALLATION, AND CONFIGURATION
OF AN INTEGRATED FINANCIAL MANAGEMENT INFORMATION SYSTEM
(PBG00DS-23-002)**

1. The Philippine Reclamation Authority (PRA), through its Approved Corporate Operating Budget for 2023 intends to apply the sum of **Fifteen Million Pesos (₱15,000,000.00)** being the total Approved Budget for the Contract (ABC) for the procurement of the Financial Management Information System.

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

2. The **PRA** now invites bids for the **Supply, Delivery, Installation, and Configuration of an Integrated Financial Management Information System**. Delivery of the Goods is indicated in the Schedule of Requirements. Bidders should have completed, within five years (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.

Interested bidders may obtain further information from **PRA** and inspect the Bidding Documents at the address given below from 8:00 AM to 4:00 PM Mondays to Fridays, except holidays.

4. A complete set of Bidding Documents may be acquired by interested Bidders on **April 17 to May 18, 2023** during office hours between 8:00 AM to 4:00 PM, Mondays to Fridays, except holidays, and on **May 19, 2023** until 8:30 AM from the given address below upon payment of the applicable fee in the amount of Ten Thousand Pesos (₱10,000.00) pursuant to the latest Guidelines issued by the GPPB.

It may also be downloaded from the websites of the Philippine Government Electronic Procurement System (PhilGEPs) and PRA free of charge, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

5. The **PRA** will hold a Pre-Bid Conference on **May 04, 2023**, at 9:30 AM at PRA Conference Room, 3F Bldg. 4A PNO Compound, Energy Center, Rizal Drive, Bonifacio Global City, Fort Bonifacio, Taguig City, which shall be open to prospective bidders.
6. Bids must be duly received by the BAC Secretariat at the PRA Conference Room, Building 4A PNO Compound, Energy Center, Rizal Drive, Bonifacio Global City, Fort Bonifacio, Taguig City, on or before **May 19, 2023, 9:00 AM**. Late bids shall not be accepted. Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.

Bid opening shall be on **May 19, 2023, 9:30 AM**, at the PRA Conference Room, Building 4A PNO Compound, Energy Center, Rizal Drive, Bonifacio Global City, Fort Bonifacio, Taguig City. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

7. The **PRA** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA No. 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
8. For further information, please refer to:

ATTY. KAREN A. VILLAMIL
Chairperson, Bids and Awards Committee
Philippine Reclamation Authority
Bldg. 3 PNO Compound, Energy Center,
Rizal Drive, Bonifacio Global City,
Fort Bonifacio, Taguig City
Tel. Nos. (02) 8459-5000
Email: bac@pea.gov.ph

9. For downloading of Bidding Documents, you may visit the following websites:

www.pea.gov.ph / www.philgeps.gov.ph

April 17, 2023

(SGD) ATTY. KAREN A. VILLAMIL
BAC Chairperson

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, Philippine Reclamation Authority, wishes to receive Bids for the SUPPLY, DELIVERY, INSTALLATION, AND CONFIGURATION OF AN INTEGRATED FINANCIAL MANAGEMENT INFORMATION SYSTEM with identification number *PBGOODS-23-002*.

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 CY2023 in the amount of **Fifteen Million Pesos (₱15,000,000.00)**.

2.2. The source of funding is:

The Corporate Operating Budget approved by the Governing Board of the Philippine Reclamation Authority for CY 2023.

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 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 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 at Bldg. 3 PNO Compound, Energy Center, Rizal Drive, Bonifacio Global City, Fort Bonifacio, Taguig City and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request 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.

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 are 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 Declaration¹ 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 one hundred twenty (120) calendar days from the date of opening of bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing,

¹ 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.

webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

The award shall be for the whole requirement. Partial bid is not allowed.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid,

the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

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

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be any contracts involving the supply, delivery, and/or installation/configuration of a successful BIR-accredited Computerized Financial System.</p> <p>The project must have been completed within five (5) years prior to the deadline of this bidding.</p>
7.1	Subcontracting is not allowed.
12	The price of the Goods shall be quoted DDP Bldg. 3 PNO Compound, Energy Center, Rizal Drive, Bonifacio Global City, Fort Bonifacio, Taguig City or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than Three Hundred Thousand Pesos (₱300,000.00) if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Seven Hundred Fifty Thousand Pesos (₱750,000.00) if bid security is in Surety Bond callable upon demand issued by a surety or insurance company
19.3	No further instructions.
20.1	No other licenses/permits needed.
21.1	No further instructions.

Section IV. General Conditions of Contract

1. Scope of Contract

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

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

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

2. Advance Payment and Terms of Payment

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

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

3. Performance Security

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

4. Inspection and Tests

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

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

5. Warranty

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

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

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>For Goods supplied from abroad, the delivery terms applicable to the Contract are DDP delivered to Bldg. 3 PNO Compound, Energy Center, Rizal Drive, Bonifacio Global City, Fort Bonifacio, Taguig City. In accordance with INCOTERMS.</p> <p>[For Goods supplied from within the Philippines, the delivery terms applicable to this Contract are delivered to Bldg. 3 PNO Compound, Energy Center, Rizal Drive, Bonifacio Global City, Fort Bonifacio, Taguig City. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representatives at the Project Site are the following:</p> <ol style="list-style-type: none"> 1. JAMES G. CENZON – MIS Division 2. DELFIN C. TORRECAMPO, JR. – AGM for Finance 3. CELESTINO A. CUSTODIO –Accounting Services Department 4. APRILEE M. MENA – General Accounting Division 5. CHONA T. FLORES – Treasury and Budget Department 6. NIZA L. CATULONG – Treasury Division 7. SHIRLEY B. BARNACHA – Budget Division <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> <ol style="list-style-type: none"> a. Submission of detailed project implementation timelines; b. Installation of the FMIS application and database systems into the PRA server/s; c. Inclusion of the additional required reports by the BIR and from our Accounting, Budget, and Treasury units from the base software package; d. Submission of a change management plan; e. Submission of user and admin manuals;

GCC Clause										
	<p>f. Assistance in the data migration for the current year; g. Conduct of training for regular and admin users; h. Submission of a disaster recovery plan (best practices); i. Submission of a User Acceptance Test Plan; j. Any assistance that may help PRA in having the accounting system accredited by the BIR; k. Performance of maintenance/support service 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;</p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p> <p>Packaging and Transportation – Standard delivery and transportation requirements are applicable.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p>									
	<p>Intellectual Property Rights – The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>									
2.2	<p>The terms of payment is 15 calendar days after receipt of billing statement. Payments for the project shall be on a per milestone accomplishment basis, subject for evaluation of the end-users and duly approved by the Philippine Reclamation Authority (PRA).</p> <table border="1" data-bbox="368 1413 1257 2033"> <thead> <tr> <th data-bbox="368 1413 839 1487">Deliverables</th> <th data-bbox="839 1413 991 1487">Duration</th> <th data-bbox="991 1413 1257 1487">Amount (% of Contract)</th> </tr> </thead> <tbody> <tr> <td data-bbox="368 1487 839 1912"> Phase 1: Licenses and Project Preparation <ul style="list-style-type: none"> • Payment of software licenses • Creation of project plan • Conduct of kick-off meeting • Assessment of technical infrastructure • Install software and licenses • Quality check </td> <td data-bbox="839 1487 991 1912"></td> <td data-bbox="991 1487 1257 1912">50%</td> </tr> <tr> <td data-bbox="368 1912 839 2033"> Phase 2: Business Blueprint <ul style="list-style-type: none"> • Requirements gathering • Define data migration </td> <td data-bbox="839 1912 991 2033"></td> <td data-bbox="991 1912 1257 2033">20%</td> </tr> </tbody> </table>	Deliverables	Duration	Amount (% of Contract)	Phase 1: Licenses and Project Preparation <ul style="list-style-type: none"> • Payment of software licenses • Creation of project plan • Conduct of kick-off meeting • Assessment of technical infrastructure • Install software and licenses • Quality check 		50%	Phase 2: Business Blueprint <ul style="list-style-type: none"> • Requirements gathering • Define data migration 		20%
Deliverables	Duration	Amount (% of Contract)								
Phase 1: Licenses and Project Preparation <ul style="list-style-type: none"> • Payment of software licenses • Creation of project plan • Conduct of kick-off meeting • Assessment of technical infrastructure • Install software and licenses • Quality check 		50%								
Phase 2: Business Blueprint <ul style="list-style-type: none"> • Requirements gathering • Define data migration 		20%								

GCC Clause			
	requirements (current year only) <ul style="list-style-type: none"> • Document blueprint configuration 		
	Phase 3: Project Realization <ul style="list-style-type: none"> • Initialize and configure production system per blueprint • Migrate data • Validate and test business processes • Develop end user training • Plan for production support and cutover • Manage change to company and user roles • Quality check 		20%
	Phase 4: Final Preparation <ul style="list-style-type: none"> • Establish support plan • Train end-users and administrators • Execute cutover and run pilot processes • Quality check 		5%
	Phase 4: Go-Live and Support <ul style="list-style-type: none"> • Monitor and support live environment • Close out all open issues • Execute support plan • Project closing • Quality check 		5%
	Total	120 c.d.	100%
	<ol style="list-style-type: none"> 1. The contract cost shall be at a fixed price. A penalty equivalent to one-tenth (1/10) of one percent (1%) of the contract price shall be imposed for every day of delay in excess of the total duration of 120 calendar days. 2. Extensions to the delivery period are allowed in cases of long holidays and force majeure. Any requests for an extension of the contract time shall not involve any additional costs and is subject to PRA approval. 3. Each billing progress payment will be deducted 5% to cover the warranty obligation of the contractor and will be released after one year without interest. 		

GCC Clause	
4	<p>The inspections and tests that will be conducted will be based on the User Acceptance Test Plan.</p> <p>Acceptance of the total project shall be on a per application basis, subject for evaluation of the end-users and duly approved by the Philippine Reclamation Authority (PRA) authorized representative. The application must integrate seamlessly with any scanner or printer.</p> <p>The following indicators should be present:</p> <p>Application Software:</p> <ol style="list-style-type: none"> 1. Installed application software at server and accessible at concerned offices on a network 2. System is running and conforms with government operational needs 3. Submitted reports generated by the systems as per specification 4. Trained identified technical staffs and end-users conforming to the list given

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 1

Item Number	Description	Qty.	Unit	Delivered, Weeks/Months
1	Supply, delivery, installation and configuration of an Integrated Financial Management Information System	30	Limited Licenses	One hundred twenty (120) calendar days upon receipt of NTP.
		8	Professional Licenses	

CONFORME:

Name of Company: _____

Signature of Authorized Representative: _____

Name and Designation: _____

Date: _____

Section VII. Technical Specifications

Technical Specifications

LOT 1

NO.	TECHNICAL SPECIFICATIONS	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 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>	
1	INTEGRATED FINANCIAL MANAGEMENT INFORMATION SYSTEM	
	<p>I. RATIONALE</p> <p>The Philippine Reclamation Authority (PRA) is embarking on a fully integrated Financial Management Information System to improve efficiency and controls in its operating procedures as well as to comply with the government requirements and regulations related to the presentation and submission of financial information.</p> <p>The automation of financial transactions of the PRA will improve the timely recording and reporting of financial transactions into the system and establish a link between budget preparation and obligation, disbursements, collections, cash investments, among others.</p> <p>II. OBJECTIVES</p> <ol style="list-style-type: none"> 1. To intensify transparency, accountability and internal controls in its administrative, fiscal affairs and resource management with the help of information technology; 2. To strengthen the financial foundation and independence of PRA by way of efficient and effective generation of financial management system; 3. To realize the following benefits through the automation of Financial Management System: <ol style="list-style-type: none"> 3.1. More responsive and faster service through: <ol style="list-style-type: none"> 3.1.1. Faster transaction and preparation of reports. 3.1.2. Compliance to requirements from the 	

NO.	TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE
	<p>BIR, COA, DBM and other regulatory bodies.</p> <p>3.1.3. Fair and uniform standards.</p> <p>3.1.4. Accessible information for strategic planning.</p> <p>3.2. Transparency in administrative and fiscal affairs, resources management activities;</p> <p>3.3. Improved database security to eliminate tampering/damaging records;</p> <p>3.4. Efficient use of manpower by eliminating the predominantly paper or manual- based process of record keeping and analysis;</p> <p>3.5. To adapt new technologies to cover safety measures in an alternative work arrangement.</p> <p>III. PROJECT SCOPE</p> <p>This project shall cover primarily the existing processes of the Budget & Treasury Department and the Accounting Services Department in compliance with PRA policies and existing government rules and regulations including the but not limited following:</p> <ol style="list-style-type: none"> 1. Software licenses; 2. Installation; 3. Configuration including creation of additional reports; 4. Training; 5. Assistance in populating the data for the current year; 6. Information system must be accredited by the BIR; 7. One (1) year support and other related project components. 	
	<p>IV. TECHNICAL COMPONENT OF THE FINANCIAL MANAGEMENT INFORMATION SYSTEM (FMIS).</p> <p>1. Technical Component</p> <ol style="list-style-type: none"> 1.1. Must be a reputable global software financial solution. 1.2. Must be at least a 20-year-old financial system and in use in the Philippine market with clear roadmap for upgrade development to adapt new technologies making the software future proof. 1.3. The Application software must be Open Data Base Compliant (ODBC). 1.4. All the application software indicated and developed products will be able to point to a central data repository 1.5. The Application Software is flexible enough to integrate with existing applications and data sets as well as future information systems developed or 	

NO.	TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE
	<p>purchased packages from a different vendor.</p> <p>1.6. Robust search capabilities for data analysis and inquiry.</p> <p>1.7. The System is developed using a 4th generation language or better.</p> <p>1.8. Security by Design features. The system must have built-in security features that ensure the integrity of the data with no security flaws that can inadvertently permit users to tamper, alter or modify any data without appropriate permissions. It should have an audit trail of all user activity. The system provider may recommend other security enhancements based on standards and best practices.</p> <p>1.9. Application Software should be able to automate office systems operations in relation to interrelated function with concerned offices.</p> <p>1.10. The graphical user interface should be easy to understand and aesthetically pleasing with help screens or hints.</p> <p>1.11. The application system shall be <u>installed in-house</u> but may be migrated to the cloud in the future.</p> <p>1.12. The system must be optimized so as not to overburden the network and affect the performance of other information systems and services like video conferencing, network printing, email, file sharing, online payments and other Internet online services.</p> <p>1.13. All materials, documents, and information obtained by the system provider during the course of the project must be treated as confidential and proprietary information and should be returned or destroyed before the contract expires.</p> <p>1.14. PRA shall provide the following:</p> <p style="padding-left: 40px;">1.14.1. Server/s</p> <p style="padding-left: 40px;">1.14.2. PC/s or Laptop/s for end-users</p> <p>1.15. Software login can be bind with Windows Active Directory account.</p> <p>1.16. Has mobile application.</p> <p>1.17. Has web-client access facility.</p> <p>1.18. Has an existing API Gateway.</p> <p>1.19. Software runs on 64-bit windows operating system.</p>	
	<p>2. Minimum Qualifications of the System Provider PRA is looking for a contractor with the following qualifications:</p> <p>2.1. Must be a gold partner of the software. This shows proof that the bidder has the capability to</p>	

NO.	TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE
	<p>provide technical support for the life of the system by having the necessary number of certified consultants and engineers.</p> <p>2.2. Must possess the required experience and in operation for at least fifteen (15) years.</p> <p>2.3. Must have successful experience in the configuration, operation and maintenance of an integrated system with web-based access. This is validated by a Certificate of Satisfactory Completion issued by their client.</p> <p>2.4. Must have completed one (1) similar IT project contract with an amount equivalent to at least fifty percent (50%) of the Approved Budget for the Contract (ABC) within the last five (5) years from the receipt and opening of Eligibility Documents.</p> <p>2.5. The Project Lead must be a certified solutions consultant for at least ten (10) years.</p> <p>2.6. Must have at least two (2) certified applications engineers or certified solutions consultants that will support the project lead.</p>	
	<p>V. THE APPLICATION SOFTWARE FUNCTIONS AND FEATURES</p> <p>1. System's General Functionality Considerations</p> <p>1.1. Application System software should show completeness & functionality based on government operation as per standards of the GOCC requirement & actual office operation as per specifications.</p> <p>1.2. All transactions are processed in real-time and immediately available for inquiry and reporting.</p> <p>1.3. Allows upload of digitized documents. The system shall have document management capabilities like the uploading of digitized documents to be attached to appropriate transaction records and provide drop-down functionality for the user to view related documents associated with the transactions (e.g. supplier inquiry should provide with the ability to view images of check, DV, BUR, PO and other related scanned documents)</p> <p>1.4. Ability to modify format/configuration (e.g. setup codes, report parameters, etc.) without the assistance of the software provider.</p> <p>1.5. Ease in directly exporting data to Excel, PDF and</p>	

NO.	TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE
	<p>other file format, application programs for analysis and generation of analytical report as and when required.</p> <ol style="list-style-type: none"> 1.6. Must be able to connect to the database of the payroll system for the journal entry. 1.7. Provision of a flexible report generator allowing users to design/customize reports in addition to the built-in reports generated by the System. 1.8. Export any report into a spreadsheet. 1.9. Easy access to specific audit logs for inquiries. 1.10. User access can be customized per user. 1.11. Has an approval process. 1.12. Has tab-level authorizations in master data records. 1.13. Can drill-down to G/L Accounts in Financial Reports. 1.14. With interactive Gantt Chart in Project Management. 1.15. Supports Serial and Batch number management. 1.16. Supports multiple units of measure. 1.17. User can easily add additional fields for more information accommodation. 1.18. The software should provide comprehensive accounting and financial functionality with the following modules: Administration, Financials, Sales-A/R, Purchasing-A/P, Business Partners, Inventory, Service, Human Resources, and Project Management. 1.19. The Financial module must have Chart of Accounts, Journal Entry, Journal Vouchers, Posting Templates, Recurring Postings, Reverse Transactions, Fixed Assets, Budget, Cost Accounting and Financial Reports. 1.20. Extensive functionality for managing purchasing and operations. 1.21. Can monitor stock level and track transfers in real time. Can run real-time inventory updates and availability checks and manage standard and special pricing. Can also apply volume, cash, and customer discounts and run reports that reveal their impact. 1.22. Uses Crystal Reports to generate timely and accurate reports based on company wide data. Can gather data from multiple sources. Integrates with Microsoft Office. 1.23. Can tailor forms and queries to meet specific requirements with minimal technical training. 	

NO.	TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE
	<p>1.24. Can configure settings to define exchange rates, set authorization parameters, and create import and export functions for internal mail, e-mail, and data.</p> <p>1.25. Must have provision for E-Invoicing System.</p> <p>1.26. Must have Relationship Map and Drag & Relate Features.</p>	
	<p>2. Application System Software Specifications</p> <p>Enumerated below are the modules and expected features/reports included in the Financial Management Information System. While comprehensive, additional reports and features may be included during the kick-off and data gathering phase.</p> <p>2.1 BUDGET MONITORING SYSTEM (BMS) - The BMS takes over the manual task of combining the budgets of all units by maintaining the approved budget of all units in a database and separately consolidating all these individual budgets automatically. The BMS generates the Approved Annual Appropriation. The system provides an inquiry module of balances of appropriation and obligation for each department/office or based on the expense account. The following are the features/reports of the BMS:</p> <p>2.1.1 Appropriation Balance per Office</p> <p>2.1.2 Utilization Budget Request Inquiry – by type of expense (e.g. search budget and actual utilization for Travelling Expense – Local Travel by Office), by fund/month/office, by payee (keywords), by particulars (keywords)</p> <p>2.1.3 Utilization Budget Request Listing per Department</p> <p>2.1.4 Monthly Obligation Request listing</p> <p>2.1.5 Total Expenditure against Total Budget by type of expense & by office.</p> <p>2.1.6 Registry of Appropriation, Allotment and Obligation (Detailed Summary of Expenditure)</p> <p>2.1.7 Approved Supplemental Budget</p> <p>2.1.8 Journal Analysis Budget and Obligation Worksheet</p> <p>2.1.9 Status of Budget and Utilization per Department</p> <p>2.1.10 Approved Corporate Operating Budget (from</p>	

NO.	TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE
	<p>DBM)</p> <p>2.1.11 Changes to Approved Corporate Operating Budget (for realignment)</p> <p>2.1.12 Approved Realigned Corporate Operating Budget</p> <p>2.1.13 Reconciliation of Actual Expenses against Obligation</p> <p>2.1.14 Account Obligation Ledger</p> <p>2.1.15 Status of Statement of Approved Budget, Obligation, and Balances by object of expenditures – DBM Report</p> <p>2.1.16 Monitoring of Request for Budget Availability (RBA)</p> <p>2.1.17 Statement of Certified Expenses Balances</p> <p>2.1.18 Accounting’s Chart of Accounts can be linked to the accounts used by the BMS.</p> <p>2.1.19 Status of Projected Income vs Actual Income (actual income taken from accounting system)</p>	
	<p>2.2 NEW GOVERNMENT ACCOUNTING SYSTEM (PFRS and BIR CAS Compliant) -</p> <p>The Accounting System is a computer-based system PFRS (Philippine Financial Reporting Standards) compliant capable of recording and posting different accounts automatically to their respective subsidiary and general ledgers. It maintains record of obligations, obligated disbursement vouchers, journal vouchers, report of collection and deposits. Provide data entry and preparation of Journal Entry Voucher to be posted to different Journal books. It has an inquiry module on allotment, obligations and account balances of all type of funds. Recapitulation of each subsidiary and general ledger accounts can be viewed and scan through the system.</p> <p>It must be also compliant to BIR Computerized Accounting System (CAS) which refers to the integration of different component systems to produce computerized books of accounts and computer-generated accounting records and documents. The following are the features/reports of the CAS:</p> <p>2.2.1 Cash Receipts Journal</p> <p>2.2.2 Cash Disbursement Journal</p>	

NO.	TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE
	<p>2.2.3 Check Disbursement Journal</p> <p>2.2.4 Sales Journal</p> <p>2.2.5 Purchase Journal</p> <p>2.2.6 Inventory Journal</p> <p>2.2.7 General Journal</p> <p>2.2.8 General Ledger</p> <p>2.2.9 Subsidiary Ledger (per account based on revised chart of accounts for gov't corp.)</p> <p>2.2.10 Trial Balance (pre-closing & post-closing)</p> <p>2.2.11 Statement of Comprehensive Income (condensed & detailed)</p> <p>2.2.12 Statement of Financial Position (condensed & detailed)</p> <p>2.2.13 Statement of Changes in Equity</p> <p>2.2.14 Statement of Cash Flows (direct method / Table 31)</p> <p>2.2.15 Schedule of Withholding Taxes</p> <p>2.2.16 Schedule of VAT (Output & Input)</p> <p>2.2.17 Financial Ratio Analysis</p> <p>2.2.18 Approved Disbursement Vouchers includes preparation & printing of Tax Certificates (BIR Form 2307 & 2306)</p> <p>2.2.19 System prepares BIR Alphalist for submission online (withholding taxes & VAT)</p> <p>2.2.20 PROJECT ACCOUNTING SUB-SYSTEM - This Accounting sub-system monitors all project contracts entered by PRA. Features/Reports: 2.2.20.1 Project Contract Monitoring 2.2.20.2 Project Income and Expenses 2.2.20.3 Ability to compute for late penalties and other charges.</p>	
	<p>2.3 CASH DISBURSEMENT SYSTEM (CDS) - The CDS accounts for all expenditures of the local government and monitors them to ensure that they do not exceed budget allocations. The CDS handles transactions involving expenditures, disbursements and liquidation. It provides both detailed and summary reports on all these transactions. CDS also provides reconciliation reports on variances between outstanding disbursements versus liquidation.</p>	

NO.	TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE
	<p>The CDS is designed to assist the Treasurer in determining the cash position at any given time. The CDS provides information on available cash, their placement and status. The following are the features/reports of the CDS</p> <ul style="list-style-type: none"> 2.3.1 Abstract of Check Issued 2.3.2 Checks Register 2.3.3 List of Cancelled Checks 2.3.4 If a check is CANCELLED, the original amount should not reflect in the Abstract of Check Issued or any other reports. This should be zero in the reports. The Cashier should input the reason why the check was cancelled and the date it was cancelled. 2.3.5 In case a check has become stale and needs to be re-issued, there should be a way to view/tract the changes. 2.3.6 List of Paid/Unpaid vouchers (with or without checks, cancelled DVs) 2.3.7 List of Unclaimed Checks (system must capture date when the check was claimed) 2.3.8 Query – Status of Particular Check 2.3.9 Daily Cash Position per Bank/Bank Account 2.3.10 Allows cash forecasting. 	
	<p>2.4 BILLING AND CASH COLLECTION SYSTEM (CCS) - This system allows the Accountable Form Officer to receive all official receipts deliver by National Printing Office. It also allows the liquidating officer to issue OR stubs to the collector and other transaction related to collection. The following are the features/reports of the CCS</p> <ul style="list-style-type: none"> 2.4.1 Automatically generates reconciliation reports for the end of day balancing. 2.4.2 Compilation of Report of Collections and Deposits (RCDs) of all collectors. 2.4.3 Preparation and printing of Report of Collection and Deposits of liquidating officer for consolidation of collection of all collectors including bank deposits made to be linked. 2.4.4 Linked to Accounting System for financial reporting. 	

NO.	TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE
	<p>2.4.5 Automate billing process (collection letter, statement of account, order of payment).</p> <p>2.4.6 Able to generate an aging report</p> <p>2.4.7 Provide on demand and a monthly past due payments and aging reports (past due receivables).</p> <p>2.4.8 Alerts user and provides ability to automate 2nd and 3rd notice of missed payments. User can modify when the alert should be sent.</p> <p>2.4.9 Ability to query a billing statement/SOA/payment order to determine status.</p> <p>2.4.10 Tracks actions taken on past due accounts.</p> <p>2.4.11 Ability to add/calculate late fees (penalty, interest) automatically based on rules, policies and/or contract. The computation of penalties and interest is not fixed per contract. (Possible linked to Project Accounting module)</p> <p>2.4.12 Abstract of Check Receipts (collections)</p> <p>2.4.13 Query and Report based on Client Name (OR Number, OR Date, Amount, Remarks)</p> <p>2.4.14 Contains a customer database containing customer profile and a ledger for Lessee/Installment Buyers (Due Dates and Date Paid, OR Number)</p> <p>2.4.15 Ability to restrict access to add, delete, or modify customer information by users</p> <p>2.4.16 Allows on-line queries on payment due while printing corresponding payment notices;</p> <p>2.4.17 Automatically displays what has been billed and only input the payment mode – check, cash, check and cash and the bank and check no.</p> <p>2.4.18 Displays chronologically the OR Number and the Collecting Officer as inputted in the sub-module of the system</p> <p>2.4.19 Capability of the system to accept adjustment of payment with approval of supervisor;</p> <p>2.4.20 Automatic posting of payments to taxpayer ledger card/billing statement;</p> <p>2.4.21 Capability to display running balance of collection;</p> <p>2.4.22 Facility to adjust, edit and void official</p>	

NO.	TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE
	<p>receipt/account detail through functions keys in case of erroneous inputs as supervisory function.</p>	
	<p>2.5 INVESTMENTS MANAGEMENT SYSTEM (IMS) - The IMS monitors and manages all cash and cash investments kept by the agency in banks and other sources. This can be in the form of savings and checking accounts, time deposits, treasury bills, among others. For investments, it monitors the amount invested, type of investment, maturity dates, the interest and interest rates, taxes deducted. The following are the features/reports of the IMS</p> <p>2.5.1 Daily Portfolio of Investments (linked to Accounting) 2.5.2 Earnings from Investments</p>	
	<p>3 TRANSITION MANAGEMENT STRATEGIES</p> <p>3.1 User’s Training: The users and assigned personnel who will be involved in this project should be provided with hands on training on the proper use of the computer system and the application system. The training shall be conducted on- site at the PRA office and shall consist of actual hands-on computer training. The PRA will provide the venue and the logistics necessary to conduct the training.</p> <p>3.2 IT Support Training: Training if IT personnel to assist in the configuration of the system and provide the initial technical support in the operations and administration of the system. The training should include backup & restore, migration to a different server. Training also includes teaching PRA IT personnel in understanding the developer’s choice of a programming language and any system development-related documentation.</p> <p>3.3 Configuration Support: The provider shall provide on-site and off-site the necessary support to configure the application systems. The configuration services include the following:</p>	

NO.	TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE
	<p>3.3.1 Installation 3.3.2 Training of personnel 3.3.3 Configuration 3.3.4 Forwarded balance from agreed cut off migration to new system 3.3.5 Co-supervision 3.3.6 Services within time of the parallel run, acceptance and ends up to the warranty expiration period of the software.</p> <p>3.4 Test Plan and User Acceptance Test Plan (UAT) - The UAT test plan for the Financial Management Information System outlines the strategy that will be used to authenticate and ensure the system meets its business requirements. It documents entry and exit criteria for UAT, test scenarios and test cases approach and timelines of testing. The test plan and UAT Plan must be coordinated and approved by the PRA FMIS project team.</p> <p>3.5 Documentation</p> <p>3.5.1 User and administration manuals, among others. 3.5.2 Prepare and submit a complete documentation of the entire system containing process flowcharts', all pertinent user and technical manuals, among others.</p> <p>3.6 Disaster Recovery Plan (DRP) Prepare and submit a DRP to detail standard best practice activities that PRA should implement in case of a disaster.</p>	
	<p>VI. PROJECT ACCEPTANCE</p> <p>Acceptance of the total project shall be on a per application basis, subject for evaluation of the end-users and duly approved by the Philippine Reclamation Authority (PRA) authorized representative.</p> <p>The following indicators should be present:</p> <p>Application Software:</p> <ol style="list-style-type: none"> 1. Installed application software at server and accessible at concerned offices on a network 2. System is running and conforms with government operational needs 	

NO.	TECHNICAL SPECIFICATIONS	STATEMENT OF COMPLIANCE										
	3. Submitted reports generated by the systems as per specification 4. Trained identified technical staffs and end-users conforming to the list given											
	<p>VII. PROJECT ACTIVITIES, MILESTONES AND SCHEDULE OF PAYMENTS</p> <p>The duration of the project will be one hundred twenty (120) calendar days upon receipt of Notice to Proceed. Payments for the project shall be on a per milestone accomplishment basis, subject for evaluation of the end-users and duly approved by the Philippine Reclamation Authority (PRA).</p> <table border="1" data-bbox="384 902 1177 1973"> <thead> <tr> <th data-bbox="384 902 868 981">Deliverables</th> <th data-bbox="868 902 1019 981">Duration</th> <th data-bbox="1019 902 1177 981">Amount (%)</th> </tr> </thead> <tbody> <tr> <td data-bbox="384 981 868 1361"> Phase 1: Licenses and Project Preparation <ul style="list-style-type: none"> • Payment of software licenses • Creation of project plan • Conduct of kick-off meeting • Assessment of technical infrastructure • Install software and licenses • Quality check </td> <td data-bbox="868 981 1019 1361" rowspan="3">120 c.d.</td> <td data-bbox="1019 981 1177 1361">50%</td> </tr> <tr> <td data-bbox="384 1361 868 1630"> Phase 2: Business Blueprint <ul style="list-style-type: none"> • Requirements gathering • Define data migration requirements (current year only) • Document blueprint configuration </td> <td data-bbox="1019 1361 1177 1630">20%</td> </tr> <tr> <td data-bbox="384 1630 868 1973"> Phase 3: Project Realization <ul style="list-style-type: none"> • Initialize and configure production system per blueprint • Migrate data for current year • Validate and test business processes • Develop end user training </td> <td data-bbox="1019 1630 1177 1973">20%</td> </tr> </tbody> </table>	Deliverables	Duration	Amount (%)	Phase 1: Licenses and Project Preparation <ul style="list-style-type: none"> • Payment of software licenses • Creation of project plan • Conduct of kick-off meeting • Assessment of technical infrastructure • Install software and licenses • Quality check 	120 c.d.	50%	Phase 2: Business Blueprint <ul style="list-style-type: none"> • Requirements gathering • Define data migration requirements (current year only) • Document blueprint configuration 	20%	Phase 3: Project Realization <ul style="list-style-type: none"> • Initialize and configure production system per blueprint • Migrate data for current year • Validate and test business processes • Develop end user training 	20%	
Deliverables	Duration	Amount (%)										
Phase 1: Licenses and Project Preparation <ul style="list-style-type: none"> • Payment of software licenses • Creation of project plan • Conduct of kick-off meeting • Assessment of technical infrastructure • Install software and licenses • Quality check 	120 c.d.	50%										
Phase 2: Business Blueprint <ul style="list-style-type: none"> • Requirements gathering • Define data migration requirements (current year only) • Document blueprint configuration 		20%										
Phase 3: Project Realization <ul style="list-style-type: none"> • Initialize and configure production system per blueprint • Migrate data for current year • Validate and test business processes • Develop end user training 		20%										

NO.	TECHNICAL SPECIFICATIONS			STATEMENT OF COMPLIANCE
	<ul style="list-style-type: none"> • Plan for production support and cutover • Manage change to company and user roles • Quality check 			
Phase 4: Final Preparation	<ul style="list-style-type: none"> • Establish support plan • Train end-users and administrators • Execute cutover and run pilot processes • Quality check 	5%		
Phase 5: Go-Live and Support	<ul style="list-style-type: none"> • Monitor and support live environment • Close out all open issues • Execute support plan • Project closing • Quality check 	5%		
Total		120 cd	100%	
	<ol style="list-style-type: none"> 1. The contract cost shall be at a fixed price. A penalty equivalent to one-tenth (1/10) of one percent (1%) of the contract price shall be imposed for every day of delay in excess of the total duration of 120 calendar days. 2. Extensions to the delivery period are allowed in cases of long holidays and force majeure. Any requests for an extension of the contract time shall not involve any additional costs and is subject to PRA approval. 3. Each billing progress payment will be deducted 5% to cover the warranty obligation of the contractor and will be released after one year without interest. 			
	<p>VIII. PRODUCT WARRANTY & SERVICES</p> <ol style="list-style-type: none"> 1. Application System Software warranty is one (1) year and is limited to the software as accepted by PRA. Additional requirements after PRA acceptance are not allowed. 2. System Software maintenance and troubleshooting within warranty period. 			

ADDITIONAL DOCUMENTS TO BE SUBMITTED

1. Product brochure or manufacturer’s un-amended sales literature.
2. Proof that the software being proposed is a reputable global software financial solution.
3. Must be at least a 20-year-old financial system and in use in the Philippine market with a clear roadmap for upgrade development to adapt new technologies making the software future proof.
4. Certificate or similar document issued by the manufacturer or Philippine Distributor that the bidder is an Authorized Reseller.
5. Certificates of Completion with Letters of Satisfactory Performance issued by their clients.
6. Certificate or similar document issued by the manufacturer or Philippine Distributor that the bidder is a gold partner of the software manufacturer.
7. Document that the bidder is operating for at least fifteen (15) years.
8. Certificate that the Project Lead is a certified solutions consultant for at least ten (10) years.
9. Certificate that the two (2) applications engineers are certified solutions consultants.

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct. Otherwise, if found false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company/Bidder

Signature over Printed Name of
Authorized Representative

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

Financial Documents

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

Class "B" Documents

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

II. FINANCIAL COMPONENT ENVELOPE

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

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

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

Note to Bidders:

- A. Each Bidder shall submit **one (1) original copy, one (1) photocopy** of its Technical and Financial Components, and **one (1) USB** containing the scanned copies of the Eligibility & Technical Component and Financial Component.
- B. All Bid Forms must bear the **original signature** of the Authorized Representative (as indicated in OSS).
- C. To facilitate checking of the eligibility documents, these must be sorted in the same sequence listed above and separated by tabs or page separators.
- D. Note that the Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started also require additional supporting documents as attachments. Only the five (5) biggest contracts/projects for the past five (5) years shall be submitted with the required attachments.
- E. In accomplishing the Standard Forms, please consider the following information:

Procuring Entity : **PHILIPPINE RECLAMATION
AUTHORITY**

Address of Procuring Entity : **Bldg. 3 PNO Compound, Energy Center,
Rizal Drive, Bonifacio Global City, Fort
Bonifacio, Taguig City**

Project Reference/ID No. : **PBGOODS-23-002**

Name of the Project : **SUPPLY, DELIVERY, INSTALLATION
AND CONFIGURATION OF AN
INTEGRATED FINANCIAL
MANAGEMENT INFORMATION
SYSTEM**

Name of Head of the Procuring Entity : **ATTY. JANILO E. RUBIATO**

Position of Head of Procuring Entity : **General Manager & CEO**

Section IX. Bidding Forms

TABLE OF CONTENTS

List of all Ongoing Government & Private Contracts including contracts awarded but not yet started.....	48
Statement of Single Largest Completed Contract (SLCC).....	49
Omnibus Sworn Statement (Revised).....	51
COMPUTATION OF NET FINANCIAL CONTRACTING CAPACITY	54
BID FORM	55
Price Schedule for Goods Offered from Within the Philippines	56
Performance Securing Declaration (Revised).....	57

List of all Ongoing Government & Private Contracts including contracts awarded but not yet started

Business Name : _____

Business Address : _____

Name of Contract/ Project Cost	Owner's Name Address Telephone Nos.	Nature of Work	Bidder's Role		Date Awarded Date Started Date of Completion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
<u>Government</u>								
<u>Private</u>								
						Total Cost		

Note: This statement shall be supported with any of the following:

1. Notice of Award
2. Notice to Proceed issued by the owner; or,
3. Contract

Submitted by : _____

(Printed Name & Signature)

**Statement of Single Largest Completed Contract (SLCC)
Which is Similar in Nature**

Business Name : _____

Business Address : _____

Name of Client	Date of the Contract	Kinds of Goods	Amount of Contract	Date of Delivery

Submitted by : _____
(Printed Name and Signature)

Designation : _____

Date : _____

Instructions:

- a. Cut-off date for the Contract is for the past five (5) years,
- b. The Kinds of Goods should be similar to the Supply, Delivery, and/or Installation/Configuration of a successful BIR-accredited Computerized Financial System
- c. Include the contract as attachment

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]

COMPUTATION OF NET FINANCIAL CONTRACTING CAPACITY

The Net Financial Contracting Capacity (NFCC) is computed as follows:

NFCC = K (current asset - current liabilities) minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started

Where **K** = 10 for a contract duration of one (1) year or less

	Amount
Current Assets	
Minus: Current Liabilities	
Sub-Total	
Multiplied by Value of K	
Sub-Total	
Minus: Value of Outstanding Contracts	
NFCC	

Submitted By:

Name of the Firm/Contractor

Signature of Authorized Representative

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.

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

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

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

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

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

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

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

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Name: _____

Legal Capacity: _____

Signature: _____

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

Performance Securing Declaration (Revised)

[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]

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

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]
To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
 - i. Procuring Entity has no claims filed against the contract awardee;
 - ii. It has no claims for labor and materials filed against the contractor; and
 - iii. Other terms of the contract; or
 - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

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

