

BIDS AND AWARDS COMMITTEE I
REVISED CHECKLIST OF REQUIREMENTS FOR BIDDERS

Name of Company: _____

Project: **SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF BRAND NEW HIGH PERFORMANCE SERVER FOR THE BUREAU OF CUSTOMS (BOC)**

Bid Ref. No. **Bid Reference No.: GPG-B1-2018-542**

APPROVED BUDGET FOR THE CONTRACT: ₱ 54,410,111.93

Ref. No.	Particulars	
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ENVELOPE 1: ELIGIBILITY AND TECHNICAL DOCUMENTS

In accordance with Clause 19.4 of the Instructions to Bidders, the bid, except for the unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder.

12.1 (a)	<i>ELIGIBILITY DOCUMENTS</i>	
	CLASS "A" DOCUMENTS	
12.1 (a.1.)	<u>ELIGIBILITY DOCUMENTS</u>	
(i)	Registration Certificate from the Securities and Exchange Commission (SEC) for corporations, or from Department of Trade and Industry (DTI) for sole proprietorship, or from Cooperative Development Authority (CDA) for cooperatives;	
(ii)	Valid and current Business/Mayor's Permit for issued by the city or municipality where the principal place of business of the prospective bidder is located OR the equivalent document for Exclusive Economic Zones or Areas;	
(iii)	Valid and Current Tax Clearance issued by Accounts Receivable Monitoring Division per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR;	
(iv)	Copy of each of the following Audited Financial Statements for 2017 and 2016 (in comparative format or separate reports): (a) Independent Auditor's Report; (b) Balance Sheet (Statement of Financial Position); and (c) Income Statement (Statement of Comprehensive Income) Each of the above statements must have stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions;	
OR	Submission of valid and current Certificate of PHILGEPS Registration (Platinum Membership*) in lieu of (Items (i), (ii), (iii) and (iv)) Eligibility Documents *Note: Bidder must ensure that all Class "A" Eligibility Documents are valid and current at the time of submission of Certificate of PHILGEPS Registration (Platinum Membership).	
(v)	Statement of the prospective bidder's all ongoing government and private contracts (including contracts awarded but not yet started), if any whether similar or not in nature and complexity to the contract to be bid. (Annex I);	

(vi)	<p>Statement of Single Largest Completed Contract of similar nature within the last five (5) years from date of submission and receipt of bids equivalent to at least fifty (50%) of the total ABC of the item being bid (Annex I-A).</p> <p>Similar contract shall mean “Procurement of High Performance Server”.</p> <p><u>Any of the following documents must be submitted/attached corresponding to listed completed largest contracts per Annex I-A:</u></p> <ul style="list-style-type: none"> (a) Copy of End User’s Acceptance; or (b) Copy of Official Receipt/s; or (c) Copy of Sales Invoice with Collection Receipt/s 	
(vii)	<p>Duly signed Net Financial Contracting Capacity (NFCC) per Annex II, in accordance with ITB Clause 5.5 OR Committed Line of Credit</p> <ul style="list-style-type: none"> a) Should the bidder opts to submit NFCC, computation must be equal to the ABC of the project. The detailed computation using the required formula must be shown as provided for in Annex II. <p>NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. The values of the bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR. 2. The value of all outstanding or uncompleted contracts refers to those listed in Annex I. 3. The detailed computation must be shown using the required formula provided above. 4. The NFCC computation must at least be equal to the ABC of the project. <p>OR</p> <ul style="list-style-type: none"> a) Should the bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC of the project issued by a Local Universal or Local Commercial Bank. The amount of the committed Line of Credit MUST BE MACHINE VALIDATED. (See sample Bank Form per Annex II-A). 	

	<p>Class “B” Document: (For Joint Venture)</p>	
	<p><i>The participating entities entering a Joint Venture Agreement (JVA) are to be treated as a single entity and shall be jointly and severally responsible or liable for the obligations and liabilities incurred by any partner to the JV pertinent to the project requirements.</i></p> <p>Hence, any Blacklisting Order and/or overdue deliveries intended for end-user or PITC shall apply to the JVA as the JV is deemed as one bidder.</p> <p>a) For Joint Ventures, Bidder to submit either:</p> <ul style="list-style-type: none"> (i) Copy of the JOINT VENTURE AGREEMENT (JVA) in case the joint venture is already in existence, or (ii) Copy of Protocol/Undertaking of Agreement to Enter into Joint Venture signed by 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. (Annex III) <p>In case the joint venture is not yet in existence, the submission of a valid JVA shall be within ten (10) calendar days from receipt by the bidder of the notice from the BAC that the bidder is the Lowest Calculated and Responsive Bid [Sec 37.1.4 (a) (i) of the 2016 Revised IRR of RA 9184]</p> <p><u>The JVA or the Protocol/Undertaking of Agreement to Enter into Joint Venture (Annex III) must include/specify the company/partner and the name of the office designated as authorized representative of the Joint Venture.</u></p> <p>b) <u>Local JV Partner</u></p> <ul style="list-style-type: none"> (i) Registration Certificate from the Securities and Exchange Commission (SEC) for corporations or from Department of Trade and Industry (DTI) for sole proprietorship, or from Cooperative Development Authority (CDA) for cooperatives; (ii) Valid and current Business/Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located OR the equivalent document for Exclusive Economic Zones or Areas; <p>In cases of recently expired Mayor's/ Business permits, said permit shall be submitted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement</p> <ul style="list-style-type: none"> (iii) Valid and Current Tax Clearance issued by Accounts Receivable Monitoring Division per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR. 	

Foreign JV Partner

- (i) Valid and current certificate/license/authority to conduct/operate business issued by the regulatory authority in the country where the bidder is based. (If not in English, must be translated to English pursuant to Clause 11 of the Instructions to Bidders);
- (ii) Valid and Current Tax Clearance issued by Accounts Receivable Monitoring Division per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

Note: The partner responsible to submit the NFCC shall likewise submit the Statement of all its ongoing contracts and Audited Financial Statements [as per Section 23.1 (b), of the 2016 Revised IRR of RA 9184.

OR

Submission of valid and current **Certificate of PHILGEPS Registration (Platinum Membership*)** together with Annex A.

***Note:** Bidder must ensure that all Class “A” Eligibility Documents are valid and current at the time of submission of **Certificate of PHILGEPS Registration (Platinum Membership)** In case any of the submitted Eligibility Documents are not valid and current at the time of submission of Platinum Registration, bidders are required to submit the valid and current documents including:

In case the JV Partners opt to submit their Class “A” Documents, the **Certificate of PHILGEPS Registration (Platinum Membership)** shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184. “GPPB Circular 07-2017 dated 31 July 2017”.

For other required Class “A” Eligibility Documents, submission by any of the partner(s) constitutes collective compliance.

b)	TECHNICAL DOCUMENTS					
(i)	<p>Bid security must be issued in favor of the PHILIPPINE INTERNATIONAL TRADING CORPORATION (PITC) in any of the following forms:</p> <ol style="list-style-type: none"> 1) Bid Securing Declaration per Annex IV; 2) Cash or Cashier's/ Manager's Check equivalent to at least 2% of the ABC; 3) Bank Guarantee/ Bank draft or Irrevocable LC equivalent to at least 2% of the ABC; OR 4) Surety bond callable upon demand equivalent to at least 5% of the ABC <table border="1" data-bbox="312 479 1362 562"> <tr> <td data-bbox="312 479 651 562">Procurement of High Performance Server</td> <td data-bbox="651 479 895 562">54,410,111.93</td> <td data-bbox="895 479 1115 562">₱ 1,088,202.24</td> <td data-bbox="1115 479 1362 562">₱ 2,720,505.60</td> </tr> </table> <p>Notes:</p> <ol style="list-style-type: none"> (a) The Cashier's/Manager's check shall be issued by a Local Universal or Commercial Bank. (b) The Bank Draft/Guarantee or Irrevocable Letter of Credit shall be issued by a Local Universal or Local Commercial Bank. (c) Should bidder opt to submit a Surety Bond as Bid Security, the surety bond must conform with the following: <ol style="list-style-type: none"> (1) Issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such bond. <u>Together with the surety bond, a copy of a valid Certification from Insurance Commission must be submitted by the bidder which must state that the surety or insurance company is specifically authorized to issue surety bonds.</u> (2) Callable upon demand (3) <u>Must specify the grounds for forfeiture of bid security as stated in Section II, ITB Clause 18.5, to wit:</u> <ul style="list-style-type: none"> ▪ IF A BIDDER: <ol style="list-style-type: none"> (i) withdraws its bid during the period of bid validity specified in ITB Clause 17; (ii) does not accept the correction of errors pursuant to ITB Clause (b); (iii) has a finding against their veracity as stated in ITB Clause 29.2; or (iv) submission of eligibility requirements containing false information or falsified documents; (v) submits bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding; (vi) allowing the use of one's name, or using the name of another for purposes of public bidding; (vii) withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the Lowest Calculated and Responsive Bid; (viii) refusal or failure to post the required performance security within the prescribed time; (ix) refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification; 	Procurement of High Performance Server	54,410,111.93	₱ 1,088,202.24	₱ 2,720,505.60	
Procurement of High Performance Server	54,410,111.93	₱ 1,088,202.24	₱ 2,720,505.60			

	<p>(x) any documented attempt by a bidder to unduly influence the outcome of the bidding in his favor;</p> <p>(xi) failure of the potential joint venture partners to enter into the joint venture after the bid is declared successful; or</p> <p>(xii) all other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reason.</p> <p>▪ IF THE SUCCESSFUL BIDDER:</p> <p>(xiii) fails to sign the contract in accordance with ITB Clause 32; or</p> <p>(xiv) fails to furnish performance security in accordance with ITB Clause 33.</p>	
(ii)	Duly signed and completed Technical Bid Form. Bidder must use, accomplish and submit the Technical Bid Form attached as Revised Annex V	
(iii)	Duly signed/conformed Terms of Reference of BOC attached as Revised Annex V-A	
(iv)	<p>Brochure (original or internet download), Technical Data Sheet or Manual in Soft and Hard Copy showing compliance to the Technical Specifications of the following items.</p> <ol style="list-style-type: none"> 1. Performance Servers for Database 2. Performance Servers for Web and Applications 3. Management and Monitoring Server 4. Network Switch 5. Virtualization Software 	
(v)	<p>Copy of valid and current ISO 9001:2015 Certification of the Manufacturer issued by an independent certifying agency. The ISO Certification (or equivalent document) must cover the manufacture/design of the following servers.</p> <ol style="list-style-type: none"> 1. Performance Servers for Database 2. Performance Servers for Web and Applications 3. Management and Monitoring Server 	
(vi)	<p>Valid and Current Certificate of Distributorship / Dealership / Resellership of the following items, issued by the principal or manufacturer of the product (if Bidder is not the manufacturer). If not issued by manufacturer, must also submit certification/document linking bidder to the manufacturer.</p> <ol style="list-style-type: none"> 1. Performance Servers for Database 2. Performance Servers for Web and Applications 3. Management and Monitoring Server 4. Virtualization Software 5. Backup Solution 	
(vii)	Copy of Sales Invoice or Certificate Acceptance on sale of an ICT Equipment in the Philippines <u>for at least 10 years.</u>	
(viii)	<p>Copy of two (2) Sales Invoice or Certificate Acceptance showing proof that the bidder completed the following;</p> <ol style="list-style-type: none"> 1. Managed-Service ICT Solutions (Hardware and Software) and support services. 2. Migration, installation and/or configuration on a Hyper Converged Infrastructure. 3. Management of ICT systems within government or private data center for at least three (3) years. 	

(ix)	Bidder's Certification that at least three (3) bidder's skilled personnel are knowledgeable on Hyper Converged Infrastructure (HCI) and One (1) VMware Certified Advance Professional. The Certification must indicate the names of the said personnel	
(x)	Copy of Certification or Internet Press Release that the brand of the following servers must be in the Gartner's Leader Quadrant for Hyper Converged Infrastructure <ol style="list-style-type: none"> 1. Performance Servers for Database 2. Performance Servers for Web and Applications 	
(xi)	List of Authorized Service Center/s in the Philippines (with available spare parts, indicating address, telephone & fax numbers, email address and contact person). In the event of closure of business, termination of franchisee/service center, the supplier shall notify the BOC and PITC accordingly of the new service centers with telephone numbers and address who can provide the needed parts, supplies and services;	
(xii)	Certificate of Performance Evaluation (Annex VI) with a rating of Very Satisfactory issued by the Largest Contract/s Client/s of the bidder per submitted Annex I-A.	
(xiii)	Proof of Authority of the bidder's authorized representative/s: <ol style="list-style-type: none"> 1. FOR SOLE PROPRIETORSHIP (IF OWNER OPTS TO APPOINT A REPRESENTATIVE): Duly notarized Special Power of Attorney 2. FOR CORPORATIONS, COOPERATIVE OR THE MEMBERS OF THE JOINT VENTURE: Duly notarized Secretary's Certificate evidencing the authority of the designated representative/s. <p>IN THE CASE OF UNINCORPORATED JOINT VENTURE: Each member shall submit a separate Special Power of Attorney and/or Secretary's Certificate evidencing the authority of the designated representative/s.</p>	
(xiv)	Omnibus Sworn Statements using the form prescribed. (Annex VII) <ol style="list-style-type: none"> (a) Authority of the designated representative (b) Non-inclusion in blacklist or under suspension status (c) Authenticity of Submitted Documents (d) Authority to validate Submitted Documents (e) Disclosure of Relations (f) Compliance with existing labor laws and standards (g) Bidders Responsibilities (h) Did not pay any form of consideration 	
	ENVELOPE 2: FINANCIAL DOCUMENTS	
13.1	Completed and signed Financial Bid Form. Bidder must use, accomplish and submit Financial Bid Form Attached as Annex VIII: The ABC is inclusive of VAT. Any proposal with a financial component exceeding the ABC shall not be accepted.	

Note:

1. In case of inconsistency between the Checklist of Requirements for bidders and the provisions in the Instructions to Bidders and Bid Data Sheet, the Instructions to Bidders and Bid Data Sheet shall prevail.
2. In order to facilitate efficiency in evaluating all the documents submitted by the prospective bidder/supplier, we encourage all prospective bidders to put tabs in all documents to be submitted with the same number as indicated in this Eligibility, Technical and Financial Documents checklist.