

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRADE AND INDUSTRY
Bids and Awards Committee
(Bid Reference No. 23-038)

Request for Proposal for Negotiated Procurement
Supply and Delivery of various ICT Peripherals

1. In view of the two (2) failed public biddings, the Department of Trade and Industry (DTI) Bids and Awards Committee (BAC) invites interested bidders to participate in the negotiation for the **Supply and Delivery of various ICT Peripherals (Bidding No. 23-038)** with an Approved Budget for the Contract (ABC) of **One Million Two Hundred Thirty-Three Thousand One Hundred Pesos (PhP1,233,100.00)** in accordance with Section 53.1 of the Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the “Government Procurement Reform Act.”

For more details on this project, please refer to attached Schedule of Requirement and Technical Specifications.

2. Negotiated Conference will be on **28 November 2023, 9:30 AM** through video conferencing, which shall be open to all prospective bidders. The Zoom Meeting Details are:

Join Zoom Meeting

<https://zoom.us/j/91942781504?pwd=WitqNUR1MHFpYzZpUDd5WjkveTYrdz09>

Meeting ID: 919 4278 1504
Passcode: BAC2023

3. The Eligibility, Technical, and Financial Documents shall be submitted on or before **04 December 2023, 9:00 AM** through Electronic Submission at **BACSecretariat@dti.gov.ph** or Physical Submission at the Ground Floor, Trade and Industry Building, 361 Sen. Gil Puyat Avenue, Makati City.

4. Opening of the bids will be on **04 December 2023, 9:30 AM** at the Center Conference Room, Trade & Industry Building, 361 Sen. Gil Puyat Avenue, Makati City and through Zoom video conference.

Join Zoom Meeting

<https://zoom.us/j/91077131000?pwd=OWQ1MFp4bTI4c0pjMiqzOTd6NWIRZz09>

Meeting ID: 910 7713 1000
Passcode: BAC2023

5. The bidders may submit their bids in any of the following form:
 - 5.1. Physical submission of the documents on the address stated below; or
 - 5.2. Electronic submission of bids with the following guidelines:
 - 5.2.1. The Bidder shall submit three (3) set of files of the same documents in

PDF format, NOT EDITABLE, with different individual password before the set deadline. The Encryption Key and Password shall be submitted during the opening of the bids of the concerned bidder.

5.2.2. The Bidder shall have the full responsibility on securing the files submitted are not corrupted. The DTI-BAC shall have three (3) attempts to open the submitted files.

- If the first file was successfully opened, the two (2) remaining files shall be disregarded.
- If the first file was corrupted, the DTI-BAC shall open the second file. If the second file was successfully opened, the first and third file shall be disregarded.
- If the first and second file were corrupted, the third file shall be opened.
- If the third file was corrupted, the bidder shall be automatically disqualified.

6. The DTI reserves the right to accept or reject any offer, to annul the negotiation process, and to reject all offers at any time prior to contract award, without thereby incurring any liability to affected firms.

7. For further information, please refer to:

Mary Ann D. Yulas

Officer-in-Charge, Procurement Management Division
Human Resource and Administrative Service
Department of Trade and Industry
G/F, Trade and Industry Building
361 Sen. Gil Puyat Avenue, Makati City
Tel. No: +63 (2) 7791-3363/3367
Email: MaryAnnYulas@dti.gov.ph
Website: www.dti.gov.ph

You may visit the following websites:

For downloading of Bidding Documents:

<https://notices.philgeps.gov.ph/>

<https://www.dti.gov.ph/good-governance-program/transparency-seal/bac-resources/>

For online bid submission: BACSecretariat@dti.gov.ph

SGD.
ATTY. AGATON TEODORO O. UVERO
Assistant Secretary
Chairperson
DTI-Bids and Awards Committee

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.

Item Number	Description	Quantity	Delivered, Weeks/Months	Statement of Compliance
1	Supply and Delivery of various ICT Peripherals Delivery Area: Trade and Industry Bldg., 361 Sen. Gil Puyat Ave., Makati City	1 lot	45 calendar days upon receipt of Notice to Proceed	

Conforme:

Name & Signature of the Authorized Representative

Name of Company

Date



Technical Specifications

Item	Specification	Statement of Compliance
1	<p>Supply and Delivery of various ICT Peripherals</p> <p>1. Laptop Random Access Memory (RAM) (100 pieces)</p> <ul style="list-style-type: none"> a. Must be compatible with Acer TravelMate (P215, 259 and 249) and HP Probook 450-G7 b. Speed – DDR4-2666 c. CAS latency – 19 d. Density – 16GB e. Module type – SODIMM f. Extended timings – 19-19-19 g. Technology – DDR4 h. Voltage – 1.2V i. PC speed – PC4-21300 j. Kit Qty – 1 k. anSpecs - DDR4 PC4-21300 - CL=19 - Dual Ranked - x8 based - Unbuffered - NON-ECC - DDR4-2666 - 1.2V - 2048Meg x 64 l. DIMM type - Unbuffered m. Warranty – Three (3) years <p>2. Laptop Solid State Drive (SSD) (113 pieces)</p> <ul style="list-style-type: none"> a. Must be compatible with Acer TravelMate (P215, 259 and 249) and HP Probook 450-G7 b. Interface – M.2 SSD NVMe (PCIe GEN 4 x 4) c. Capacity - 500 GB d. Form factor – M.2 (2280) e. Sequential Read – 6600 MB/s f. Sequential Write – 4000 MB/s g. SSD Endurance (TBW) 300 – Terabytes h. Warranty – Three (3) years <p>3. Desktop Random Access Memory (RAM) (10 pieces)</p> <ul style="list-style-type: none"> a. must be compatible with Acer Veriton M M2640G 	<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</i></p>

	<p>DDR4-SDRAM</p> <ul style="list-style-type: none"> b. Speed - DDR4-2400 c. CAS latency - 17 d. Density - 16GB e. Module type - UDIMM f. Technology - DDR4 g. Voltage - 1.2V h. PC speed - PC4-19200 i. Kit Qty - 1 j. Specs - DDR4 PC4-19200 - CL=17 - Dual Ranked - x8 based - Unbuffered - NON-ECC - DDR4-2400 - 1.2V - k. DIMM type - Unbuffered l. Warranty – Three (3) years <p>4. Desktop Solid State Drive (SSD) (30 pieces)</p> <ul style="list-style-type: none"> a. Must be compatible with Acer Veriton M M2640G SATA 3 2.5 b. Form factor - 2.5-inch (7mm) c. Sequential Read - 560 MB/s d. SSD Endurance (TBW) - 700Terabytes e. Capacity - 500GB f. Sequential Write - 510 MB/s g. Interface - SATA (6Gb/s) h. Warranty – Three (3) years <p>5. Random Access Memory (RAM) (30 pieces)</p> <ul style="list-style-type: none"> a. Must be compatible with HP6200 and Dell Optiplex 3020 b. Speed - DDR3L-1600 SODIMM c. PC Speed – PC3-12800 d. CAS latency - 11 e. Density - 8GB f. Module type - UDIMM g. DIMM type -Unbuffered 	<p><i>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>
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	<ul style="list-style-type: none">h. Technology - DDR3Li. CAS latency - 11j. Extended timings – 11-11-11k. Voltage - 1.35Vl. Warranty – Three (3) years <p>6. Laptop Solid State Drive (SSD) (30 pieces)</p> <ul style="list-style-type: none">a. SSD SATA 3 2.5b. For Laptop and Desktop Computersc. Form factor - 2.5-inch SSDd. Sequential Read - 560 MB/se. SSD Endurance (TBW) – 120 Terabytesf. Capacity – 500GBg. Sequential Write - 500 MB/sh. Sequential Read – 540 MB/si. Interface - SATA (6Gb/s)j. Warranty – Three (3) years	
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Conforme:

Name & Signature of the
Authorized Representative

Name of the Company

Date

Checklist of Eligibility, Technical, and Financial Documents

X / ✓	A.	TECHNICAL COMPONENT ENVELOPE
		Eligibility Documents
	1.	PhilGEPS Certificate of Registration and Membership under Platinum category with the updated/valid of Eligibility Documents under its Annex "A", pursuant to GPPB Resolution No. 15-2021, dated 14 October 2021.
		Technical Documents
	2.	Conformity with Schedule of Requirements, as enumerated in <i>Section VI</i> of the Bidding Documents.
	3.	Conformity with Technical Specifications, as enumerated in <i>Section VII</i> of the Bidding Documents.
	4.	Omnibus Sworn Statement executed by the bidder or its duly authorized representative. (<i>Annex A</i>)
	5.	Secretary's Certificate for Corporation; or Special Power of Attorney for Sole Proprietorship
	6.	Joint Venture Agreement, if applicable.
	7.	Bid Bulletin/s, if any.
		B. FINANCIAL COMPONENT ENVELOPE
	1.	Bid Form (<i>Annex B</i>)
	2.	Price Schedule (<i>Annex C-1 or C-2</i>)

Disclaimer: The CHECKLIST only serves as a guide in the preparation of the bidding documents/requirements. In case of discrepancy between the requirements indicated in the BIDDING DOCUMENT and the CHECKLIST, the BIDDING DOCUMENT shall prevail.

ANNEX A

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 __, 2023 at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

SUBSCRIBED AND SWORN to before me this ____ day of _____ 2023 at _____, Philippines. Affiant is personally known to me and was identified by me through competent evidence of identity as defined in the 2004 Rules in Notarial Practice (A.M. No. 02-8-13-SC). Affiant exhibit to me his/her _____ with his/her photograph and signature appearing thereon, with no. _____ issued by _____.

Witness my hand and seal this ____ day of _____ 2023.

NOTARY PUBLIC

Doc. No.: _____
Page No.: _____
Book No.: _____
Series of _____



Bid Form for the Procurement of Goods
[shall be submitted with the Bid]

BID FORM

Date : _____
Project Identification No. : _____

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

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

If our Bid is accepted, we undertake:

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

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

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

Name and address of agent	Amount and Purpose of Commission or gratuity
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_____	_____
_____	_____
_____	_____

(if none, state "None")]

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

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

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

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

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

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____



Price Schedule for Goods Offered from Abroad
[shall be submitted with the Bid if bidder is offering goods from Abroad]

For Goods Offered from Abroad

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

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)
1	Laptop Random Access Memory (RAM)		100 pieces					
2	Laptop Solid State Drive (SSD)		113 pieces					
3	Desktop Random Access Memory (RAM)		10 pieces					
4	Desktop Solid State Drive (SSD)		30 pieces					
5	Random Access Memory (RAM)		30 pieces					
6	Laptop Solid State Drive (SSD)		30 pieces					

Name: _____

Legal Capacity: _____

Signature: _____

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

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)
1	Laptop Random Access Memory (RAM)		100 pieces						
2	Laptop Solid State Drive (SSD)		113 pieces						
3	Desktop Random Access Memory (RAM)		10 pieces						
4	Desktop Solid State Drive (SSD)		30 pieces						
5	Random Access Memory (RAM)		30 pieces						
6	Laptop Solid State Drive (SSD)		30 pieces						

Name: _____

Legal Capacity: _____

Signature: _____

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

Contract Agreement Form for the Procurement of Goods (Revised)

CONTRACT AGREEMENT

THIS AGREEMENT made the ____ day of _____ 20____ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures in specified currency*] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
 - i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
 - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
 - iii. Performance Security;
 - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
 - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Name of Supplier]

Acknowledgment

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



