

**REPUBLIC OF THE PHILIPPINES**  
**DEPARTMENT OF TRADE AND INDUSTRY**  
**Bids and Awards Committee**  
**(Bid Reference No. 24-030)**

**Request for Proposal for Negotiated Procurement**  
**Procurement of Various ICT Equipment and Peripherals for the Department of Trade and Industry**

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 **Procurement of Various ICT Equipment and Peripherals for the Department of Trade and Industry (Bidding No. 24-030)** with the following Approved Budget for the Contract (ABC) 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."

<b>Lot No.</b>	<b>Description</b>	<b>Approved Budget of the Contract (ABC)</b>
1	Supply and Delivery of Various ICT Equipment for the CIG	PhP5,779,980.00
2	Supply and Delivery of Various Peripherals for the CIG	PhP331,110.00

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

2. Negotiated Conference will be on **19 August 2024, 9:30 AM** through video conferencing, which shall be open to all prospective bidders. The Zoom Meeting Details are:

Zoom Meeting Details:

<https://zoom.us/j/91044253662?pwd=9KtqI7fhjbgZsf981GVWuLkMSEuDYH.1>

Meeting ID: 910 4425 3662

Passcode: BAC2024

3. The Eligibility, Technical, and Financial Documents shall be submitted on or before **27 August 2024, 9:00 AM** through Electronic Submission at [BACSecretariat@dti.gov.ph](mailto: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 **27 August 2024, 9:30 AM** at the Center Conference Room, Trade & Industry Building, 361 Sen. Gil Puyat Avenue, Makati City and through Zoom video conference.

Zoom Meeting Details:

<https://zoom.us/j/98240747247?pwd=WQJrbU3aeL40ITqVfvOW5sGsZFqjAi.1>

Meeting ID: 982 4074 7247

Passcode: BAC2024

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](mailto:MaryAnnYulas@dti.gov.ph)  
Website: [www.dti.gov.ph](http://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](mailto:BACSecretariat@dti.gov.ph)

**SGD.**  
**KRISTIAN R. ABLAN**  
*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 Equipment for the CIG  Delivery Location: Trade and Industry Bldg., 361 Sen. Gil Puyat Ave., Makati City	1 lot	90 calendar days upon receipt of Notice to Proceed	
2	Supply and Delivery of Various ICT Peripherals for the CIG  Delivery Location: Trade and Industry Bldg., 361 Sen. Gil Puyat Ave., Makati City	1 lot	60 calendar days upon receipt of Notice to Proceed	

Conforme:



\_\_\_\_\_  
Name & Signature of the Authorized Representative

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Date

# Technical Specifications

Lot	Specification	Statement of Compliance								
1	<b>Procurement of Various ICT Equipment and Peripherals for the Department of Trade and Industry</b>  <b>Lot No. 1 - Supply and Delivery of Various ICT Equipment for the CIG</b>	<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</i>								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 20%; text-align: center;">Qty.</th> </tr> </thead> <tbody> <tr> <td> <b>Laptop Computers</b>                      Processor/Chip: at least an 8-core CPU, 8-core GPU, and 16-core NPU                      Laptop Display: Liquid Retina display at least 13.6-inch with True Tone technology                      Memory: at least 8GB unified memory                      Storage: at least 256GB SSD                      Power Adapter: 35W Dual USB-C Port Compact Power Adapter                      Operating System: At least latest version OS. (Must be compatible with the device/Hardware Specific)                      Software: At least Microsoft Office 2021 Standard.                      Must be Energy Star Compliant                 </td> <td style="text-align: center; vertical-align: middle;">3</td> </tr> <tr> <td> <b>Laptop Computers</b>                      Memory: at least 16GB (1x1 GB), 2 slots)                      Storage: at least 500GB SSD + 500 GB HDD or minimum of single storage of 1TB SSD                      Processor: at least 12th Gen Intel Core i5 Laptop Processors, 64-bit                      Video Processor: at least 2GB dedicated (or integrated acceptable)                      Monitor/Display: at least 14" LED or better display, resolution 1920 x 1080 higher, with built-in HD webcam and mic                      Keyboard/Mouse: Keyboard with touchpad (with numeric keypad if display is greater than 15" size)                      Audio: Built-in speakers                      I/O Ports: at least HDMI, at least USB 3.0, 3.5mm jack                      Battery: at least Lithium-ion, three (3) cell with charger or lithium polymer                      Weight: Not greater than 2.5kg. including battery pack and internal components                      Operating System: at least MS Standard 2021 Perpetual License (Home and Student not acceptable)                      Others: with laptop bag, warranty of at least three (3) year on parts and service                      Must be Energy Star Compliant                 </td> <td style="text-align: center; vertical-align: middle;">25</td> </tr> <tr> <td> <b>Laptops Computers (For Data Scientists)</b>                      CPU: at least 13th Generation i9-13900H Processor (E-cores up to 4.00 GHz; P-cores up to 5.40 GHz)                      Memory: At least 32GB                      Storage: At least 1TB M.2 PCIe NVMe SSD                      Video Processor: At least 16GB dedicated, At least RTX 4070 series                      Monitor/Display: at least 14" with webcam and mic                 </td> <td style="text-align: center; vertical-align: middle;">10</td> </tr> </tbody> </table>			Qty.	<b>Laptop Computers</b> Processor/Chip: at least an 8-core CPU, 8-core GPU, and 16-core NPU Laptop Display: Liquid Retina display at least 13.6-inch with True Tone technology Memory: at least 8GB unified memory Storage: at least 256GB SSD Power Adapter: 35W Dual USB-C Port Compact Power Adapter Operating System: At least latest version OS. (Must be compatible with the device/Hardware Specific) Software: At least Microsoft Office 2021 Standard. Must be Energy Star Compliant	3	<b>Laptop Computers</b> Memory: at least 16GB (1x1 GB), 2 slots) Storage: at least 500GB SSD + 500 GB HDD or minimum of single storage of 1TB SSD Processor: at least 12th Gen Intel Core i5 Laptop Processors, 64-bit Video Processor: at least 2GB dedicated (or integrated acceptable) Monitor/Display: at least 14" LED or better display, resolution 1920 x 1080 higher, with built-in HD webcam and mic Keyboard/Mouse: Keyboard with touchpad (with numeric keypad if display is greater than 15" size) Audio: Built-in speakers I/O Ports: at least HDMI, at least USB 3.0, 3.5mm jack Battery: at least Lithium-ion, three (3) cell with charger or lithium polymer Weight: Not greater than 2.5kg. including battery pack and internal components Operating System: at least MS Standard 2021 Perpetual License (Home and Student not acceptable) Others: with laptop bag, warranty of at least three (3) year on parts and service Must be Energy Star Compliant	25	<b>Laptops Computers (For Data Scientists)</b> CPU: at least 13th Generation i9-13900H Processor (E-cores up to 4.00 GHz; P-cores up to 5.40 GHz) Memory: At least 32GB Storage: At least 1TB M.2 PCIe NVMe SSD Video Processor: At least 16GB dedicated, At least RTX 4070 series Monitor/Display: at least 14" with webcam and mic	10
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	<p>Keyboard/Mouse: Keyboard with touchpad  Network: Gigabit Ethernet LAN (or USB-C to RJ-45 dongle), Built-in Wireless LAN, and Built-in Bluetooth.  Audio: Built-in speakers, headphone/speaker jack  I/O Ports: At least USB Type-C, must include a type-c to Multiport Adapter (output includes: HDMI, VGA, USB, LAN) or all outputs installed with a VGA adapter or all outputs installed with LAN and VGA adapter  Battery/Charger: at least three (3) cell Li-Polymer battery with power adapter  Weight: up to 2.5kg including the battery pack and internal components  Operating System: Windows 11 Professional or latest version  Office Suite: MS Office Standard 2021 or latest version  Accessories: Bag, Power Cord, Power Adapter  Warranty: At least three (3) years on parts and service.  Must be Energy Star Compliant</p>		<p><i>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,</i></p>
	<p><b>Laptop Computers (For Tech Staff)</b>  CPU: at least 14th Generation i7-14650H Processor (E-cores up to 3.7 GHz P-cores up to 5.00 GHz)  Memory: at least 16GB (1x16GB 2 slots)  Storage: At least 1TB M.2 PCIe NVMe SSD  Video Processor: at least 8GB dedicated (or integrated acceptable)  Monitor/Display: Not Lower than 14", LED/IPS/OLEO or better Display, resolution 1920 x 1080 or higher, with built-in HD webcam and mic  Keyboard/Mouse: Keyboard with touchpad  Network Interface: Gigabit Ethernet LAN (or USB-C to RJ-45 dongle), Built-in Wireless LAN, and Built-in Bluetooth.  Audio: Built-in speakers, headphone/speaker jack  I/O Ports: HDMI, at least USB 3.0, Headphones, USB Type-C, (VGA optional)  Battery: at least three (3) cell Lithium Ion or lithium polymer with charger  Weight: Not greater than 2.8 kg. including battery pack and internal components  Software: Pre-installed Windows Professional 11, MS Standard 2021, Perpetual License  Accessories: Bag, Power Cord, Power Adapter  Warranty: Three (3) Years on Parts and Labor, one (1) year on Batteries  Must be Energy Star Compliant</p>	<p>10</p>	<p><i>post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
	<p><b>Laptop Computers (For admin staff)</b>  CPU: at least 14th Generation i5-14600H Processor (E-cores up to 3.9 GHz P-cores up to 5.20 GHz)  Memory: at least 16GB (1x16GB 2 slots)  Storage: at least 500GB SSD + 500GB HDD  Video Processor: at least 2GB dedicated (or integrated acceptable)  Monitor/Display: at least 14", LED or better Display, resolution 1920 x 1080 or higher, with built-in HD webcam and mic</p>	<p>5</p>	

	<p>Keyboard/Mouse: Keyboard with touchpad Network Interface: Gigabit Ethernet LAN, Wireless LAN, Bluetooth Audio: Built-in speakers I/O Ports: at least HDMI, at least USB 3.0, 3.5mm jack Battery: at least Lithium Ion or lithium polymer three (3) cell with charger Weight: up to 2.5kg including the battery pack and internal components Software: Pre-installed Windows Professional 11, MS Standard 2021, Perpetual License Accessories: Bag, Power Cord, Power Adapter Warranty: Three (3) Years on Parts and Labor, One (1) year on Batteries Must be Energy Star Compliant</p>					
	<p><b>Laptop Computers</b> Display: 14.2-inch Liquid Retina XDR Display Chip: - CPU Clock speed: 4.05GHz, 3<sup>rd</sup> Gen Series ARM soc Release date: at least 2023 - 8-core CPU - 10 core GPU Memory: At least 24GB Storage: At least 2TB SSD Battery and Power: Up to 22 hours battery life Touch ID Software: Operating system compatible with the device Microsoft Office 2021 (Home and Student not acceptable).</p>	1				
	<p><b>Laptop Computers</b> Display: 13.6-inch Liquid Retina XDR Display Chip: - CPU Clock speed: 3.49 GHz, 2<sup>nd</sup> Gen Series ARM soc, Release date: at least 2022 - 8-core CPU - 10 core GPU Memory: At least 24GB Storage: At least 2TB SSD Battery and Power: Up to 18 hours battery life Touch ID Software: Operating system compatible with the device, Microsoft Office 2021 (Home and Student not acceptable).</p>	1				
2	<p><b>Lot No. 2 - Supply and Delivery of Various Peripherals for the CIG</b></p> <table border="1" data-bbox="343 1704 1241 2022"> <thead> <tr> <th data-bbox="343 1704 1102 1738"></th> <th data-bbox="1102 1704 1241 1738">Qty.</th> </tr> </thead> <tbody> <tr> <td data-bbox="343 1738 1102 2022"> <p><b>Printer - Multifunction</b> Functions: Print, Copy, Scan, Fax Print Speed (Black, ISO): Up to 22 ppm; Print Speed (Color, ISO): Up to 18 ppm; Print Speed (Black, Draft): Up to 32 ppm; Print Speed (Color, Draft): Up to 18 ppm; First Page Out (Black, Ready): 9 sec; First Page Out (Color): 10 sec; Print Resolution (Black): Up to 4800 x 1200 optimized dpi;</p> </td> <td data-bbox="1102 1738 1241 2022">2</td> </tr> </tbody> </table>		Qty.	<p><b>Printer - Multifunction</b> Functions: Print, Copy, Scan, Fax Print Speed (Black, ISO): Up to 22 ppm; Print Speed (Color, ISO): Up to 18 ppm; Print Speed (Black, Draft): Up to 32 ppm; Print Speed (Color, Draft): Up to 18 ppm; First Page Out (Black, Ready): 9 sec; First Page Out (Color): 10 sec; Print Resolution (Black): Up to 4800 x 1200 optimized dpi;</p>	2	
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	<p>Monthly Duty Cycle: Up to 25,000 pages; Recommended Monthly Page Volume: Up to 1500 pages;                  Print Technology: Thermal Inkjet                  Display: At least 2.7" (6.86 cm)                  Capacitive Touchscreen CGD;                  Processor Speed: 1.2 GHz;                  Number of Print Cartridges: 4 (Black, Cyan, Magenta, Yellow);                  Automatic Paper Sensor: No                  Paper Trays (Standard/Maximum): 1                  Connectivity: USB 2.0, Host USB, Ethernet, Wireless Memory (Standard): At least 512 MB                  Paper Handling Input (Standard): 250-sheet input tray, 35-sheet ADF                  Paper Handling Output (Standard): 60-sheet output tray                  Duplex Printing: Automatic                  Envelope Input Capacity: Up to 30 envelopes                  Borderless Printing: Up to 8.5 x 11 in (US letter), 210 x 297 mm (A4);                  Finished Output Handling: Sheet Feed;                  Media: Various sizes/types                  Scanner Type: Easy slide-off glass, dual pass 2-sided ADF;                  Scan Resolution (Hardware): Up to 1200 x 1200 dpi                  Scan Resolution (Optical): Up to 1200 dpi Duplex ADF                  Scanning: Yes                  ADF Capacity (Standard): 35 sheets                  Copy Resolution (Black Text): Up to 600 dpi                  Copy Resolution (Color Text and Graphics): 25 to 400% Maximum                  Number of Copies: Up to 99 copies                  Faxing: Color                  Fax Transmission Speed: 4 sec per page;                  Fax Memory: Up to 100 pages                  Fax Resolution: Up to 300 x 300 dpi;                  Maximum Number of Speed Dials: Up to 99;                  Warranty: At least 2 years                  Must be Energy Star Compliant</p>		
	<p><b>Laser Printer</b>                  Speed: Up to 23 ppm                  First page out: at least 7.3 sec                  Resolution: Up to 600 x 600 dpi                  Technology: Laser Cartridges: 1                  Black Paper Handling;                  Trays: at least 1 main + 10-sheet priority slot                  Max trays: at least 2                  Media: Various sizes/types                  Connectivity: at least USS 2.0,                  Wireless Memory: 128 MB                  Processor: at least 600 MHz                  Dimensions and Weight:                  Size: at least H 4 x 9 x 7 in                  Weight: at least 10.36 lb</p>	3	

	<p>Warranty: at least 2 years Must be Energy Star Compliant</p>		
	<p><b>Printer - Multifunction</b> Printer type: Print, Scan, Copy Multifunction Technology: Ondemand inkjet Resolution: at least 5760 x 1440 dpi Print Speed: Up to 33.0 ppm (Black) / 15.0 ppm (Colour) Automatic 2-sided Printing: No Copy: Copies: Up to 20 Resolution: at least 600 x 600 dpi Maximum Copy Size: A4, Letter Speed: Up to 7.7 ipm (Black)/ 3.8 ipm (Colour) Scan: Type: Flatbed colour image scanner Resolution: 1200 x 2400 dpi; Speed: Up to 11 sec (Black)/ 28 sec (Colour) Paper Handling: Trays: at least 1 Capacity: Up to 100 sheets Max Size: at least 215.9 x 1200 mm --Dimensions &amp; Weight; Size: at least 375 x 347 x 179mm Weight: at least 3.9 kg Consumables: 1 set Black Ink Bottle: at least 4,500 Pages Cyan, Magenta, Yellow: at least 7,500 pages Interface: at least USB 2.0, Wi-Fi, Wi-Fi Direct Protocol: TCP/IPv4, TCP/IPv6 Warranty: at least 2 years Must be Energy Star Compliant</p>	<p>1</p>	
	<p><b>Printer - Multifunction</b> Printer Type: Print, Scan, Copy, Fax with ADF Print Method: On-demand inkjet (Piezoelectric) Printer Language: ESC/P-R, ESC/PRaster; Nozzle Configuration: 180 x 1 nozzles Black, 59 x 1 nozzles per color (Cyan, Magenta, Yellow) Minimum Resolution: 5760 x 1440 dpi Automatic 2-sided Printing: No; Minimum Copies from Standalone: 99 copies; Reduction/Enlargement: at least 25-400%; Minimum copy resolution: 600 x 600 dpi; Maximum Copy size: Legal ISO 29183, A4 simplex flatbed (Black/Color): Up to 7.7 ipm/3.8 ipm Scanner type: Flatbed color image scanner Sensor Type (Scanner): CIS Optical Resolution (Scan): at least 1200 x 2400 dpi Scanner Bit Depth (Color): at least 48-bit input, 24-bit output Scanner Bit Depth (Grayscale): at least 16-bit input, 8-bit output Scanner Bit Depth (Black &amp; White): at least 16-bit input, 1-bit output Type of Fax: Walk-up black and white and color fax capability Receive Memory/Page Memory: at least 1.1 MB, Page Memory up to 100 pages</p>	<p>3</p>	



	<p>Error Correction Mode: ITU-T T.30                  Fax Speed (Data Transfer Rate): Up to 33.6 kbps, approx. 3 sec/page                  Fax Resolution: up to 200 x 200 dpi;                  Speed Dial/Group Dial: Up to 100 numbers, 99 groups                  Number of Paper Trays: at least 1                  Paper Size: various sizes/types                  USB: at least USB 2.0                  Network: Ethernet, Wi-Fi, IEEE 802.11b/g/n; Wifi Direct                  Network Protocol: TCP/IPv4, TCP/IPv6                  Network Management Protocols: SNMP, HTTP, DHCP, BOOTP, APIPA, PING, DNS, mDNS, SLP, WSD, LLTD                  LCD Screen: at least 1.44" Color LCD                  Warranty: at least 2 years                  Must be Energy Star Compliant</p>		
	<p><b>Sheet-Fed Document Scanner</b>                  Scanning Speed: at least 35 ppm/70 ipm Automatic Document                  Feeder: Up to 50 sheets                  Daily Duty Cycle: at least 4,000 pages                  Scanning: One-pass duplex                  Paper protection function                  Image sensor glass dirt detection                  Double feed detection skip function                  Recognition: Automatic size                  Warranty: at least 2 years                  Must be Energy Star Compliant</p>	2	
	<p><b>2.0 HDMI Cable</b>                  Male to Male                  Color: Black                  At least 3 meters</p>	4	
	<p><b>2.0 HDMI Cable</b>                  Male to Female                  Color: Black                  At least 3 meters</p>	1	
	<p>Provision of VGA-HDMI Cable                  Male to Male                  Color: any color                  At least 3 meters</p>	1	
	<p><b>VGA-HDMI Cable</b>                  Male to Female                  Color: any color                  At least 3 meters</p>	1	
	<p><b>Projector</b>                  Brightness: at least 3,800 Ansi                  Lumens Normal Lamp Life Hours: at least 6,000 hours                  Economic Lamp Life Hours: at least 12,000 hours                  Contrast Ratio: at least 16,000:1                  Function Type: Basic Projector                  Warranty: at least 2 years                  Must be Energy Star Compliant</p>	1	
	<p><b>External Hard Drive</b>                  Storage: 1 TB                  Warranty: At least 1 year on parts, labor, and service</p>	1	

	<p>Interface: USB 3.0</p> <p><b>Headsets</b>  Speakers Drivers:  Headphone Frequency Response: at least 20-20000 Hz  Headphone Sensitivity: at least 100db Headphone Impedance: at least 32 Ohm  Headphone Total Harmonic Distortion: at least &lt;3%  Headphone Volume Control: On Ear Cup  Microphone:  Frequency Response: 100Hz-10000Hz  Type: Noise Canceling Bidirectional  Sensitivity: at -38 db  Connection: Detachable  Connector Type: 4-pole 3.5mm</p>	<p>11</p>	
	<p><b>Label Printer Machine</b>  With 2 Label Cartridge  Design Features: Should at least have 7 print styles, 5 font styles, 195 symbols, 8 border styles  Product features: at least 9 label memory, 2 lines printing, date stamp, auto-off power saver 13 characters LCD display allows to see exactly what are printing  Choose from 3 language options (English, French or Spanish) Handheld, ABC style keyboard allows for quick creation of labels  Tape Size: 12mm  Must be Energy Star Compliant</p>	<p>1</p>	

Conforme:



\_\_\_\_\_  
Name & Signature of the  
Authorized Representative

\_\_\_\_\_  
Name of the Company

\_\_\_\_\_  
Date

## Checklist of Eligibility, Technical, and Financial Documents

X / ✓	A.	<b>TECHNICAL COMPONENT ENVELOPE</b>
		<b>Eligibility Documents</b>
	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.
		<b>Technical Documents</b>
	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>B. FINANCIAL COMPONENT ENVELOPE</b>
	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]*

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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 Amount and Purpose of  
of agent Currency Commission or gratuity

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(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)

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

**ANNEX C-2**

**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: \_\_\_\_\_

## Contract Agreement Form for the Procurement of Goods (Revised)

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### 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]*



