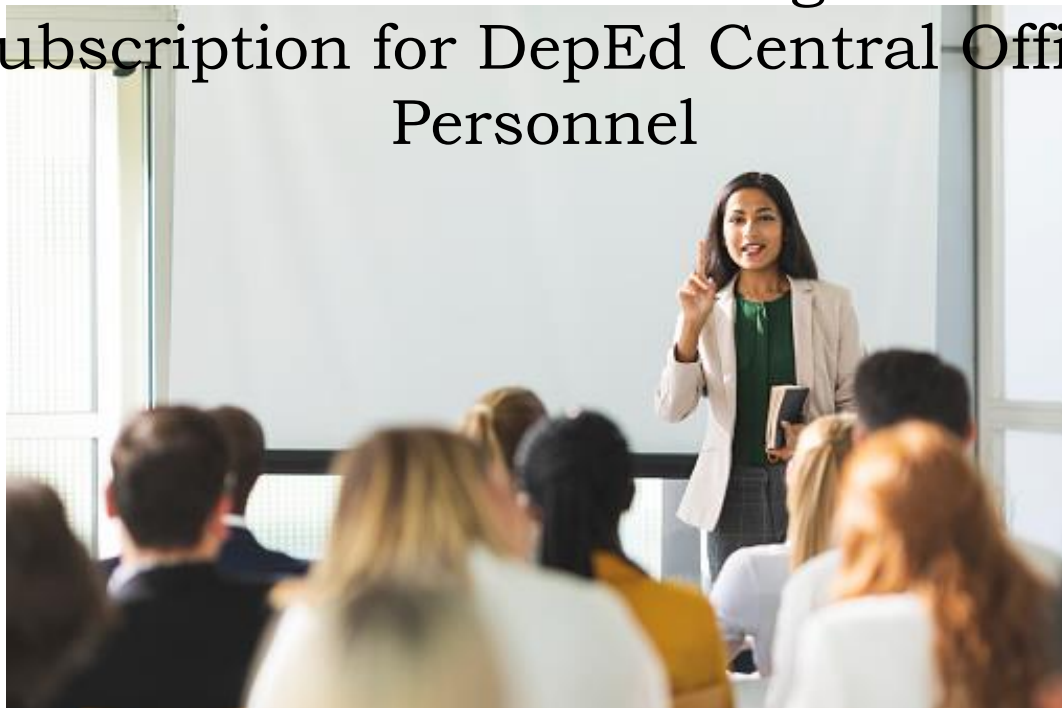


# PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

## Procurement of E-Learning Platform Subscription for DepEd Central Office Personnel



Government of the Republic of the Philippines



**Bureau of Human Resource and Organizational Development –  
Human Resource Development Division (BHROD-HRDD)**

March 2022

**2022-BHROD3(001)-BIII-CB-002**

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# ***Glossary of Acronyms, Terms, and Abbreviations***

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works* or *works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.



# ***Section I. Invitation to Bid***





**Republic of the Philippines**  
**Department of Education**  
**Procurement Management Service**

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**PROJECT NO.: 2022-BHROD3(001)-BIII-CB-002**  
**INVITATION TO BID**

FOR THE

**Procurement of E-Learning Platform Subscription for DepEd Central Office Personnel**

- The **Department of Education (DepEd)**, through the *Government of the Philippines (GOP) under General Appropriations Act (GAA) FY 2022 Current Funds*, intends to apply the sum of **Philippine Pesos Three Million, Nine Hundred Forty-Two Thousand, Three Hundred Ninety-One and 44/100 (PhP3,942,391.44)**, being the Approved Budget for the Contract (ABC) to payments under the contract for **Procurement of E-Learning Platform Subscription for DepEd Central Office Personnel**, detailed as follows:

ITEM/ DESCRIPTION	QUANTITY (unit)	APPROVED BUDGET FOR THE CONTRACT (ABC) In Php
E-Learning Platform Subscription	676 employees/ account	3,942,391.44

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

- The **DepEd**, through the **Bids and Awards Committee (BAC) III**, now invites bids for the goods and services contemplated in this project and as detailed in the Schedule of Requirements and the table of Technical Specifications indicated in the bidding documents. **Expected completion of the project is one (1) year upon the issuance of Notice to Proceed (NTP) at DepEd Central Office, Meralco Avenue, Pasig City.**

Prospective bidder should have completed, within a period of five (5) years immediately preceding the deadline for submission of bids, Single Largest Completed Contract (SLCC) similar to the contract to be bid and the value of which, adjusted, if necessary, by the Bidder to current prices using the Philippine Statistics Authority (PSA) consumer price index, must be at least fifty percent (50%) of the ABC of the lot bid for; OR at least two (2) similar contracts and the total of the aggregated contract amount should be equivalent to at least fifty percent (50%) of the ABC of the lot/s bid for; and the largest of these similar contracts must be equivalent to at least twenty-five percent (25%) of the ABC of the lot/s to be bid.

- 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 5183.

4. Prospective Bidders may obtain further information from **DepEd Procurement Management Service** at **Telephone Nos. 8636-6542 or 8633-9343** and inspect the Bidding Documents at the address given below from **Monday to Friday from 8:00am to 5:00pm.**
5. For those who are interested to purchase the Bidding Documents, two (2) options are made available, to wit:
  - a. A complete set of Bidding Documents may be acquired by interested Bidders from the **DepEd Procurement Management Service, Room M-511, 5th Floor, Mabini Building, DepEd Central Office Complex, Meralco Avenue, Pasig City**, upon accomplishing a bidder's information sheet and payment of a non-refundable fee for the Bidding Documents to the **DepEd Cashier**.

Payment in checks should be made payable to **DECS OSEC Trust**.

- b. Interested Bidders may signify their intent to purchase the Bidding Documents through email at [depedcentral.bacsecretariat@deped.gov.ph](mailto:depedcentral.bacsecretariat@deped.gov.ph) by accomplishing a bidder's information sheet (**Annex A**). Upon receipt of the bidder's information sheet, the BAC Secretariat Division will send through email the details of the DECS OSEC Trust Fund Account for payment. Upon payment, bidders may send through email the proof of payment before the deadline for submission of bids. Upon receipt of proof of payment, the BAC Secretariat will send the electronic copy of the Bidding Documents.

Amount of Bidding Documents shall be **Philippine Pesos Two Thousand, Five Hundred and 00/100 (PhP2,500.00)**.

6. The **DepEd** will hold a pre-bid conference for this Project on **April 4, 2022, 2:00 P.M.** at **Bulwagan ng Karunungan, Ground Floor, Rizal Building, DepEd Complex, Meralco Ave., Pasig City**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat on or before **1:30 P.M. of April 18, 2022 at Bulwagan ng Karunungan, Ground Floor, Rizal Building, DepEd Complex, Meralco Ave., Pasig City**.

**Late bids shall not be accepted.**

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **April 18, 2022, 2:00 P.M. at Bulwagan ng Karunungan, Ground Floor, Rizal Building, DepEd Complex, Meralco**



**Ave., Pasig City.** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

10. The **DepEd** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

**Lauro L. Roberto, Jr.**

Senior Technical Assistant II

Procurement Management Service - BAC Secretariat Division

Rm. M-511, 5th Floor, Mabini Bldg.

DepEd Central Office Complex Meralco Avenue, Pasig City

Telephone Nos. 8636-6542 or 8633-9343

Email address: [depedcentral.bacsecretariat@deped.gov.ph](mailto:depedcentral.bacsecretariat@deped.gov.ph)

12. You may visit the following websites:

For downloading of Bidding Documents:

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

<https://www.deped.gov.ph/>

*March 28, 2022*

**(SGD.)**

**TONISITO M.C. UMALI, Esq.**

***Undersecretary and Chairperson***

## ***Section II. Instructions to Bidders***

## 1. Scope of Bid

The Procuring Entity, **Department of Education (DepEd)**, through its **Bureau of Human Resource and Organizational Development – Human Resource Development Division (BHROD-HRDD)** wishes to receive Bids for the project: **Procurement of E-Learning Platform Subscription for DepEd Central Office Personnel**, with project identification number **2022-BHROD3(001)-BIII-CB-002**.

The Procurement Project (referred to herein as “Project”) is composed of **one (1) Lot**, as described in the **Section I (Invitation to Bid)** and **Section VI (Schedule of Requirements)**.

## 2. Funding Information

2.1. The GOP, through the source of funding as indicated below, for GAA 2022, in the amount **Philippine Pesos Three Million, Nine Hundred Forty-Two Thousand, Three Hundred Ninety-One and 44/100 (PhP3,942,391.44)**.

2.2. The source of funding is the General Appropriations Act 2022 under **FY 2022 Current Funds**.

## 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 exceeding those allowed under the rules may participate pursuant to:
- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
  - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder should have completed Single Largest Completed Contract (SLCC) similar to the contract to be bid and the value of which, adjusted, if necessary, by the Bidder to current prices using the Philippine Statistics Authority (PSA) consumer price index, must be at least fifty percent (50%) of the ABC of the lot bid for; OR at least two (2) similar contracts, the aggregate amount of which, adjusted to current prices using the PSA's CPI, must be fifty percent (50%) of the ABC for each of the lot and the largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above (i.e. 25% of the ABC).
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

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

## 7. Subcontracts

7.1. The Bidder may **NOT** subcontract portions of the Project.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either **through videoconferencing/webcasting** as indicated in paragraph 6 of the **IB**.

## 9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through

electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## **10. Documents comprising the Bid: Eligibility and Technical Components**

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within a period of five (5) years prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## **11. Documents comprising the Bid: Financial Component**

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

## **12. Bid Prices**

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);

- ii. The cost of all customs duties and sales and other taxes already paid or payable;
  - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
  - iv. The price of other (incidental) services, if any, listed in e.
- b. For Goods offered from abroad:
- i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
  - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications/Terms of Reference)**.

### **13. Bid and Payment Currencies**

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

13.2. Payment of the contract price shall be made in **Philippine Pesos**.

### **14. Bid Security**

14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid for **120 calendar days** reckoned from the date of the 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.

## **16. Deadline for Submission of Bids**

- 16.1. The Bidders shall submit on the specified date and time at the physical address indicated in paragraph 7 of the **IB**.

## **17. Opening and Preliminary Examination of Bids**

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

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

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

## **18. Domestic Preference**

- 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. The Project does not allow partial bids. Bidders shall submit a proposal on the entirety of the project, and evaluation will be undertaken on the basis of the completeness of the bid.
- 19.3. The descriptions of the project, and all its inclusions, shall be included in **Section VII (Technical Specifications/Terms of Reference)**. The NFCC must be sufficient for the ABC of the project.
- 19.4. The Project shall be awarded as one (1) contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, must be sufficient for the ABC of the project. 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	<p>For the purpose of the track-record requirement, contracts similar to the Project shall refer to the “<b>E-Learning Platform Subscription</b>”.</p> <p>For this purpose, the similar contract should have been completed within a period of <b>five (5) years</b> immediately preceding the deadline for the submission and receipt of bids.</p>										
7.1 (b)	<p><b>Subcontract</b></p> <p>Subcontracting is not allowed</p>										
9	<p>Request for clarifications for an interpretation must be in writing and submitted at least ten (10) calendar days before the deadline set for the submission and receipt of bids.</p> <p>The Procuring Entity’s address is:</p> <p><b>The Chairperson</b>  <i>Bids and Awards Committee (BAC) III  c/o Procurement Management Service-BAC Secretariat Division  Rm. M-511, 5th Floor, Mabini Bldg.  DepEd Central Office Complex Meralco Avenue, Pasig City  Telephone Nos. 8636-6542 or 8633-9343  Email address: <a href="mailto:depedcentral.bacsecretariat@deped.gov.ph">depedcentral.bacsecretariat@deped.gov.ph</a></i></p> <p>Consistent with Section 22.5.3 of the revised IRR of RA 9184, posting on the PhilGEPS and the procuring entity’s website of any supplemental/ bid bulletin shall be considered sufficient notice to all bidders or parties concerned.</p>										
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> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th rowspan="2" style="width: 30%;">Item/ Description</th> <th rowspan="2" style="width: 20%;">Cost Breakdown of the Approved Budget for the Contract (ABC) Php</th> <th colspan="2" style="width: 50%;">Bid Security Form &amp; Amount (if other than Bid Securing Declaration)</th> </tr> <tr> <th style="width: 20%;">2% of ABC (if bid security is in cash, cashier’s/ manager’s check, bank draft/ guarantee or irrevocable letter of credit)</th> <th style="width: 10%;">5% of ABC (if bid security is in Surety Bond)</th> </tr> </thead> <tbody> <tr> <td>E-Learning Platform Subscription</td> <td style="text-align: center;">3,942,391.44</td> <td style="text-align: center;">78,847.83</td> <td style="text-align: center;">197,119.57</td> </tr> </tbody> </table>	Item/ Description	Cost Breakdown of the Approved Budget for the Contract (ABC) Php	Bid Security Form & Amount (if other than Bid Securing Declaration)		2% of ABC (if bid security is in cash, cashier’s/ manager’s check, bank draft/ guarantee or irrevocable letter of credit)	5% of ABC (if bid security is in Surety Bond)	E-Learning Platform Subscription	3,942,391.44	78,847.83	197,119.57
Item/ Description	Cost Breakdown of the Approved Budget for the Contract (ABC) Php			Bid Security Form & Amount (if other than Bid Securing Declaration)							
		2% of ABC (if bid security is in cash, cashier’s/ manager’s check, bank draft/ guarantee or irrevocable letter of credit)	5% of ABC (if bid security is in Surety Bond)								
E-Learning Platform Subscription	3,942,391.44	78,847.83	197,119.57								
14.2	<p>Bid Securities, other than a Bid Securing Declaration, shall be turned-over to the DepEd Cash Division for custody. The Bid Securing Declaration shall be for the custody of the BAC Secretariat.</p>										



	<p>The Bid Security shall not contain any deletion, crossing-out, expunction, or any form of correction. Otherwise, DepEd may reject such security if any such intercalation or alteration affects any material information or feature of the document.</p>
15	<p>Bidders shall enclose their original eligibility and technical documents in one sealed envelope marked “ORIGINAL – TECHNICAL COMPONENT”, and the original of their financial component in another sealed envelope marked “ORIGINAL – FINANCIAL COMPONENT.” In addition, the Bidders shall submit a copy of each of the Technical Component and the Financial Component of their bids in separate envelopes, respectively. Then, the bidders shall seal and mark the original and the copies of their bids.</p> <p>In the event of any discrepancy between the original and the copy, the original shall prevail.</p> <p>Original copies of the Class “A” Eligibility Legal Documents, such as the SEC, DTI, or the CDA registration certificate and the Mayor’s Permit, may not be submitted on the date and the time of the bid submission. However, the bidder must be able to present such original copies during post-qualification on demand by the BAC or its authorized representative(s).</p> <p>To facilitate the receipt and classification of bid envelopes, <b>outer envelopes shall be color RED, inner envelope containing Technical Proposal shall be color Blue and inner envelope containing Financial Proposal shall be color Green.</b></p> <p>Post qualification documents may be submitted during the bidding but this does not disqualify bidders who will not submit post qualification documents during bid submission.</p> <p><b>Note: Each Bidder shall submit three (3) paper copies of its bid.</b></p> <p>Unsealed or unmarked bid envelopes, shall be rejected. However, bid envelopes that are not properly sealed and marked as required in the Bidding Documents, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.</p> <p><b>Online submission of bids is not allowed.</b></p>
19.5	<p>The computation of a prospective bidder’s NFCC must be at least equal to the ABC to be bid, calculated as follows:</p> <p><i>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 lot or aggregate of lots bid for.</i></p>

	<p>The values of the domestic bidder’s current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.</p> <p>For purposes of computing the foreign bidders’ NFCC, the value of the current assets and current liabilities shall be based on their Audited Financial Statements prepared in accordance with international financial reporting standards. (23.5.1.4a)</p> <p>If the prospective bidder submits a committed Line of Credit, it must be at least equal to ten (10%) of the ABC of the lot/s bid for: Provided, that if the same is issued by a foreign Universal or Commercial Bank, it shall be confirmed or authenticated by a local Universal or Commercial Bank.</p> <p>In case of a joint venture, the NFCC shall be computed based on the Audited Financial Statement of the <b>LOCAL LEAD PARTNER</b> who must be of Filipino Nationality, <u>unless it is shown by clear proof that the other partners to the joint venture have infused capital investment to support the operation of the local lead partner to ensure compliance with the obligations under the contracts in this project, in which case the NFCC of the foreign joint venture or the minority partner of the joint venture shall be computed.</u></p> <p>For this purpose, the local lead partner shall be that person/organization/company identified in the Joint Venture Agreement or in the Letters of Intents (for potential JV partners) shown to have the controlling stakes in the JV.</p> <p>For easier reference, participating JVs or prospective JV partners must indicate in their JVAs or Letters of Intent the local lead partner appointed by them.</p>
20.2	<p>Within a non-extendible period of <b>five (5) calendar days</b> from receipt by the bidder of the notice from the BAC that it submitted the LCB, the Bidder shall submit the following requirements:</p> <ul style="list-style-type: none"> <li>a. Latest income and business tax returns: Printed copies of the Electronically filed Income Tax and Business Tax Returns with copies of their respective Payment Confirmation Forms for the immediately preceding calendar/tax year from the authorized agent bank;</li> </ul> <p>Only tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted.</p> <p><i>NOTE: The latest income and business tax returns are those within the last six months preceding the date of bid submission.</i></p> <ul style="list-style-type: none"> <li>b. Certificate of PhilGEPS Registration (Platinum Membership);</li> <li>c. Valid Certificate from Civil Service Commission (CSC) as Accredited Learning and Development Institution;</li> <li>d. Valid Certificate or Resolution of Accreditation from CSC of the E-Learning Platform; and</li> </ul>

	<p>e. Other appropriate licenses and permits required by law and stated in this <b>BDS</b>.</p> <p>During post-qualification, upon demand by the BAC or its representative(s), a bidder with the lowest calculated bid shall be able to present:</p> <p>a. Documents to verify or support its Statement of On-going and/or Statement identifying its Completed Contracts which may consist of the following: appropriate and clear duly signed contracts, purchase orders, agreements, notices of award, job orders, or notices to proceed, with the corresponding duly signed certificate of completion, delivery receipts, inspection and acceptance reports, certificates of final acceptance or official receipts.</p> <p>b. Original copy of the submitted eligibility, technical and financial documents during bid opening.</p> <p>In case of foreign bidders, a Certificate of Authentication from the Department of Foreign Affairs shall be required for each document submitted, i.e. the Class “A” documents or its equivalent that are written in foreign language, translated to English, and duly authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder’s affairs in the Philippines.</p> <p>To facilitate post-qualification, the bidder at its option may submit in advance, i.e., on the deadline for submission and receipt of bids, above requirements and other documents required in Section II. ITB 20.2.</p> <p>The envelope shall be placed in a brown envelope and marked:</p> <p style="padding-left: 40px;">ITB 20.2 Documents  Name of Project: _____  Bid Opening Date: _____  Name of Bidder: _____</p> <p>Failure to submit above requirements within the required timeframe or a finding against the veracity of any such documents or other documents submitted for the project shall be a ground for disqualification of the bidder for the award and the enforcement of the bid securing declaration.</p>
21.1	No additional document

# ***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 As may be applicable, in order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 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><b>Delivery and Documents –</b></p> <p>Services to be rendered by the Provider shall be in accordance with the Terms of Reference, and the other requirements indicated in the bidding documents, and/or as may be reasonably deemed necessary to render in full the Services required at the Project Site (<b>DepEd Central Office</b>).</p> <p>For purposes of this Clause, the DepEd’s Representative at the Project Site: <b><u>DepEd Central Office – MS. CECILLE ANYAYAHAN, for the End-User Unit, and MS. MARITESS ABLAY, for the Inspectorate Team.</u></b></p> <p>In case the Provider encounters condition/s impeding timely performance of Services, it must promptly notify DepEd in writing of such conditions, and any request for work suspension and/or contract period extension shall be promptly done in writing as soon as circumstances for such requests have become apparent. Provider must provide sufficient proof to support any request for work suspension and/or contract period extension.</p>						
2.2	<p><b>Schedule of Payment:</b></p> <p>Provider may submit a request for payment based on the Monthly Service Reports which will show the summary of services rendered based on the scope of services and schedule of deliveries and other relevant terms and conditions of the Contract; and other documents in support to a request for payment as may be prescribed by DepEd pursuant to existing disbursement, accounting and auditing rules and procedures.</p> <p>(NOTE: The Provider must furnish copy of the above-mentioned documents to DepEd Accounting and the End-user [Bureau of Human Resource and Organizational Development - Human Resource Development Division (BHROD-HRDD)] and the Contract Management Division of the Procurement Service, Central Office.</p> <p>The method and conditions of payment to be made to the Provider through the Government disbursement procedure within sixty (60) days after services required and upon submission of documents under this Contract shall be as follows:</p> <p>Payment for fixed annual subscription rate (government rate) good for 470 employees/accounts shall be billed and paid in three tranches:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 33%; text-align: center;">Tranche</th> <th style="width: 33%; text-align: center;">Payment</th> <th style="width: 33%;"></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1st Tranche</td> <td style="text-align: center;"><b>50% of the total contract cost</b></td> <td style="text-align: center;"><b>Billed and processed once accounts are created and</b></td> </tr> </tbody> </table>	Tranche	Payment		1st Tranche	<b>50% of the total contract cost</b>	<b>Billed and processed once accounts are created and</b>
Tranche	Payment						
1st Tranche	<b>50% of the total contract cost</b>	<b>Billed and processed once accounts are created and</b>					



			<b>endorsed to administrator in DepEd</b>
	2nd Tranche	<b>30% of the total contract cost</b>	<b>Billed and processed on the 4th month of the subscription period</b>
	3rd Tranche	<b>20% of the total contract cost</b>	<b>Billed and processed at the end of the subscription period</b>
	Total	<b>100%</b>	
<p><b>No automatic renewal of subscription.</b></p> <p><b>Final payment</b> shall constitute release of the retention money in case of completion of services rendered, or the balance amount after it has been called for use.</p>			
3	<p><b>Performance Security</b></p> <p>The Performance Security shall be posted in favor of DepEd, and shall be forfeited in the event it is established that the Provider is in default of any of its obligation under the Contract. The Provider shall be responsible for the extension of its performance security and/or renewal of its performance security whenever necessary and without need of prior notice or instruction from DepEd, to ensure that it is in force and effect for the whole duration of the contract and shall remain valid until completion of the services to be rendered.</p> <p>The Performance Security shall not contain any deletion, crossing-out, expunction, or any form of correction. Otherwise, DepEd may reject such security if any such intercalation or alteration affects any material information or feature of the document.</p>		

# ***Section VI. Schedule of Requirements***



**A. List/Description of Goods /Services**

A.1 The delivery schedule expressed below stipulates the date of delivery to the project site.

<b>Item/ Description</b>	<b>Quantity (unit)</b>	<b>Contract Duration</b>
E-Learning Platform Subscription	676 employees/ accounts	One (1) year from issuance of Notice to Proceed (NTP) or from the date indicated in the NTP.  <b>One-time delivery</b> of subscription accounts, good for one (1) year.

**B. Delivery Schedule**

Delivery of services shall be made **within one (1) year** upon receipt of **Notice to Proceed (NTP)** in coordination with **DepEd BHROD-HRDD**.

**C. Delivery Site**

Services shall be rendered at **DepEd Central Office, BHROD, 3/F Mabini Bldg., Meralco Avenue, Pasig City**.

**Statement of Compliance**

I/We have read and understood the requirements/scope of service/terms of reference and conditions stipulated herein and shall therefore comply to the conditions set forth in the Contract with respect to this **Section VI. Schedule of Requirements**, if our bid is considered for award.

\_\_\_\_\_  
Name and Signature of Bidder's Authorized Representative



# ***Section VII. Technical Specifications/ Terms of Reference***



# Technical Specifications

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



**Purpose:** The COVID-19 global pandemic necessitates alternative modes of learning delivery in order to comply to minimum health standards, such as stringent physical distancing, gathering and travel restrictions, skeleton workforce for schools, and alternative work arrangements for government offices are enforced, to mitigate its spread. This situation calls for the emerging need to utilize alternative technologies and modalities in support of remote learning, distance education, and online learning during this pandemic.

This intervention is intended to continuously address the development needs of the nonteaching personnel through relevant and adequate L&D courses in line with the individual personnel competency development to be able adapt to the new ways of work, and in support to the Basic Education –Learning Continuity Plan (BE-LCP) implementation.

**Objective:** The objective of this TOR is to enable Department of Education (Dep ED) to select and contract an e-learning solution provider to provide readily available e-learning content and learning management system for the Department’s Central Office Learning and Development Program (COLDP) for 2022.

The target needs-based learning opportunities in developing priority core, functional and leadership competencies are intended for the non-teaching personnel in DepEd Central Office.

**Target Subscribers:** Select DepEd Central Office (CO) non-teaching personnel. (Refer to budget estimates for the number of target subscribers)

Item No.	Specification	STATEMENT OF COMPLIANCE (State Comply or Not Comply)	BIDDER’S ACTUAL OFFER
<b>Engagement Requirements for E-Learning Platform</b>			
1	An authorized learning and development institute for the public sector as recognized by the Civil Service Commission (CSC) based on CSC Resolution Number 1600770 promulgated July 13, 2016 (ALDI; Amendments to CSC Resolution No. 1300618)		
2	Has global or local client management team to assist the L&D team in DepEd CO in the onboarding, actual enrollment, monitoring and		





	evaluation of users' learning experience		
<b>3</b>	<p>With available comprehensive collection of courses corresponding the priority competencies of DepEd personnel.</p> <ul style="list-style-type: none"> <li>▪ At least 2 courses for each of the Core competency (Provide title, no. of hours and course description)</li> <li>▪ At least 3 courses for each of the priority Leadership Competency (Provide title, no. of hours and course description)</li> <li>▪ At least 2 courses or related course for at least 80% (24 out of 31) priority Technical Competencies (Provide title, no. of hours and course description)</li> </ul> <p>(Bidder shall submit a list of competency-based learning program/course offerings that correspond to the DepEd Priority Competencies based on the 2021 DepEd CO Learning Needs Assessment (LNA) Result. (refer to <i>DepEd CO Priority Competencies (based on CO LNA 2021)</i> on page 36</p> <p>With unlimited access to e-learning programs/courses that are engaging, practical, digestible, which can drive learner's engagement</p>		
<b>4</b>	Access to new and emerging courses particularly on the new competencies required in the New Normal		

<b>5</b>	Courses are continuously updated to ensure freshness of content		
<b>6</b>	Courses have evidence of quality based on the ratings of learners		
<b>7</b>	Has system with robust tools to drive effective learning: Assignment, Learning Paths, Custom Categories, Group Admin, Learning Playbooks		
<b>8</b>	Courses have interactive Q&A with the course instructors that is answered by the instructors themselves		
<b>9</b>	Has course builder to convert current courses online or develop new online courses		
<b>10</b>	With built-in Learners' Assessment		
<b>11</b>	User-friendly interface		
<b>12</b>	Accessible to all device (laptop, desktop, mobile) Accessible 24/7		
<b>13</b>	Give access to internal unit from DepEd as administrator to monitor progress of participant engagement, etc.		
<b>14</b>	Has administrative system to i. View dashboards to track courses being taken at organization, generate participation turn-out, progress results and profiles ii. Provide at-a-glance understanding of what types of skills your employees are developing		

	<p>iii. Gain deep insights on learning activity through Reports</p> <p>iv. Provide smart recommendations to give your learners course suggestions based off of prior learning and learning behaviors of other similar interests</p> <p>v. Manage enterprise-wide licenses</p>		
15	<p>Other reportorial documents required</p> <ul style="list-style-type: none"> <li>● List of competency-based learning program/course offerings (as part of the bidding requirements)</li> <li>● Monthly Progress Report (every end of month)- which may be generated through the eLearning system or to be submitted in a separate report.</li> <li>● Technical Report Manual (for submission at the end of contract)- which may be generated through the eLearning system or to be submitted in a separate report.</li> </ul> <p>Note: Outputs shall be sole property of the Department of Education.</p>		

## References:

<p>DepEd CO Priority Competencies (based on CO LNA 2021)</p>	<p>A. Core Competencies</p> <ul style="list-style-type: none"> <li>• Computer Skills</li> <li>• Communication Skills (Oral, Written)</li> <li>• Online Platform Management/Presentation</li> <li>• Self-management</li> <li>• Innovation</li> <li>• Collaborative Working with Remote Teams</li> <li>• Results-Focus</li> <li>• Service Orientation</li> <li>• Gender Sensitivity and Mainstreaming</li> <li>• Professionalism and Ethics</li> </ul> <p>B. Leadership Competencies</p> <ul style="list-style-type: none"> <li>• Leadership in the Pandemic and Managing Remote Teams</li> <li>• Thinking Strategically and Creatively</li> <li>• Planning and Organizing for Greater Impact</li> <li>• Creating and Nurturing a High Performing Organization</li> <li>• Managing Performance and Coaching for Results</li> <li>• Building Collaborative, Inclusive Working Relationships</li> <li>• Leading Change</li> </ul> <p>C. Technical Competencies <i>(Note: Priority functional competencies vary across offices and positions)</i></p> <ul style="list-style-type: none"> <li>• Data and Records Management</li> <li>• Digital Learning Facilitation and Presentation Skills</li> <li>• Budgeting Competencies</li> <li>• Procurement Competencies</li> <li>• Monitoring and Evaluation</li> <li>• Planning Organizing and Delivery</li> <li>• Program/ Project Management</li> <li>• Risk Assessment, Analysis and Management</li> <li>• Research in Development Planning</li> <li>• Policy Interpretation and Implementation</li> <li>• Formulating and Integrating Development Plans</li> <li>• Performance Management</li> <li>• Common Financial Competencies</li> <li>• Generating Reports and Documentation</li> <li>• Strategic Planning</li> <li>• Networks, Telecommunication, Wireless and Mobility Knowledge</li> </ul>
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	<ul style="list-style-type: none"> <li>• Accounting Competencies</li> <li>• Auditing Competencies</li> <li>• Learning and Development Planning</li> <li>• Partnering with other Government Agencies</li> <li>• Learning Measurement and Evaluation</li> <li>• Attention to Detail</li> <li>• Program/Course Design and Development</li> <li>• Competency Development</li> <li>• Cash Management</li> <li>• Benefits, Compensation and Welfare</li> <li>• Principles of Information Technology</li> <li>• Rewards and Recognition</li> <li>• Investigation and Research skills</li> <li>• Preparing Feasibility Study</li> <li>• Problem Solving</li> </ul>
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**STATEMENT OF COMPLIANCE**

I hereby commit to provide the above specified requirements in compliance with the Technical Specifications/Terms of reference for the Project: **Procurement of E-Learning Platform Subscription for DepEd Central Office Personnel.**

\_\_\_\_\_  
**Name and Signature  
of Authorized Representative**



# ***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.

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

- (i) *[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.
- (j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**II. FINANCIAL COMPONENT ENVELOPE**

- (a) Original of duly signed and accomplished Financial Bid Form;  
**and**
- (b) Original of duly signed and accomplished Price Schedule(s).  
(Annex “C”)





**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 a. Address b. Telephone Nos.	Nature of Work	Bidder's Role		Date Awarded a. Date Started b. Date of Completion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
<u>Government</u>								
<u>Private</u>								

Note: (In case of no ongoing contract, the bidder shall submit this duly signed form and indicate **“No ongoing contracts”** or **“None”** or **“Not Applicable (N/A)”** under the Column for Name of Contract (first column from left)

Submitted by: \_\_\_\_\_

Printed Name and Signature of Authorized Representative

Designation: \_\_\_\_\_

Date: \_\_\_\_\_



**STATEMENT IDENTIFYING THE SINGLE LARGEST COMPLETED CONTRACT**

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

Business Address : \_\_\_\_\_

Name of Contract	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed d. Contract Performance certified by End User
			Description	%		
<u>Government</u>						
<u>Private</u>						

Note: The bidder shall be able to support this statement with:

Duly signed Contracts/Purchase Orders (POs)/ Agreements/Memoranda of Agreement (MOA)/Notices of Award (NOA)/Job Orders or Notices to Proceed (NTP) with the corresponding

Certificates of Completion of Delivery (CCDs)/ Certificates of Final Acceptance (CFAs)/duly signed Delivery Receipts (DRs), or duly accomplished Inspection and Acceptance Reports (IARs)

Submitted by : \_\_\_\_\_

(Printed Name and Signature)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_



## JOINT VENTURE AGREEMENT FORM

KNOW ALL MEN BY THESE PRESENTS:

That this JOINT VENTURE AGREEMENT is entered into By and Between \_\_\_\_\_, of legal age, (civil status), owner/proprietor of \_\_\_\_\_ and a resident of \_\_\_\_\_.  
- and -

\_\_\_\_\_, of legal age, (civil status), owner/proprietor of \_\_\_\_\_ and a resident of \_\_\_\_\_.

THAT both parties agree to join together their manpower, equipment, and what is needed to facilitate the Joint Venture to participate in the Eligibility, Bidding and Undertaking of the hereunder stated project to be conducted by the (Name of the Procuring Entity).

NAME OF PROJECT	CONTRACT AMOUNT

That both parties agree to be jointly and severally liable for the entire assignment.

That both parties agree that \_\_\_\_\_ and \_\_\_\_\_ own the share and interest of \_\_\_\_\_ and \_\_\_\_\_ [indicate percentage of shares) respectively

That both parties agree that \_\_\_\_\_ and/or \_\_\_\_\_ shall be the Official Representative of the Joint Venture, and is granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Joint Venture in the bidding as fully and effectively and the Joint Venture may do and if personally present with full power of substitution and revocation.

THAT this Joint Venture Agreement shall remain in effect only for the above stated Projects until terminated by both parties.

Done this \_\_\_\_ day of \_\_\_\_\_, in the year of our Lord \_\_\_\_\_.

\_\_\_\_\_



SIGNED IN THE PRESENCE OF:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

REPUBLIC OF THE PHILIPPINES) S.S.  
PASIG CITY, METRO MANILA )

A C K N O W L E D G M E N T

BEFORE ME, a Notary Public in and for Pasig City, Metro Manila, Philippines, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ personally appeared:

<u>NAME</u>	<u>GOVERNMENT-ISSUED IDENTIFICATION CARD</u>		
	<u>Number</u>	<u>Issued on</u>	<u>Issued at</u>
_____	_____	_____	_____
_____	_____	_____	_____

Known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that same is the free and voluntary act and deed of the entities which they respectively represent.

The foregoing instrument is a JOINT VENTURE AGREEMENT consisting of \_\_\_ pages (exclusive of attachments), including this page on which this acknowledgment is written and signed by the parties hereto and their instrument witnesses on the left-hand margin of each and every page hereof.

WITNESS MY HAND AND SEAL on the date and place first above written.

NOTARY PUBLIC  
Until December 31, 20\_\_

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 20\_\_\_\_\_



## NET FINANCIAL CONTRACTING CAPACITY (NFCC) FORM

A. Summary of the Applicant Supplier’s/Distributor’s/Manufacturer’s assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped “RECEIVED” by the Bureau of Internal Revenue or its duly accredited and authorized institutions, for the preceding calendar/tax year which should not be earlier than two (2) years from date of bid submission.

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

B. The Net Financial Contracting Capacity (NFCC) based on the above data 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

NFCC = P \_\_\_\_\_

K = 15 regardless of contract duration

Herewith attached are certified true copies of the income tax return and audited financial statement: stamped “RECEIVED” by the BIR or its duly accredited or authorized institution for the preceding year which should not be earlier than two (2) years from date of bid submission.

Submitted by:

\_\_\_\_\_  
Name of Supplier / Distributor / Manufacturer

\_\_\_\_\_  
Signature of Authorized Representative

Date : \_\_\_\_\_

*NOTE: If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.*



## **Bid Security (Bank Guarantee) Form**

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WHEREAS, *[insert name of Bidder]* (hereinafter called the “Bidder”) has submitted its bid dated *[insert date]* for the *[insert name of contract]* (hereinafter called the “Bid”).

KNOW ALL MEN by these presents that We *[insert name of Bank]* of *[insert name of Country]* having our registered office at *[insert address]* (hereinafter called the “Bank” are bound unto the *DEPARTMENT OF EDUCATION Central Office*, (hereinafter called the “Entity”), in the sum of *[insert amount]* for which payment well and truly to be made to the said Entity the Bank binds itself, its successors and assigns by these presents.

SEALED with the Common Seal of said Bank this \_\_\_\_ day of \_\_\_\_\_ 201\_\_.

THE CONDITIONS of this obligation are:

1. If the Bidder:
  - (a) withdraws its Bid during the period of bid validity specified in the Form of Bid; or
  - (b) does not accept the correction of arithmetical errors of its bid price in accordance with the Instructions to Bidder; or
2. If the Bidder having been notified of the acceptance of its bid by the Procuring Entity during the period of bid validity:
  - (a) fails or refuses to execute the Contract Form in accordance with the Instructions to Bidders, if required; or
  - (b) fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders.

We undertake to pay to the Entity up to the above amount upon receipt of its first written demand, without the Entity having to substantiate its demand, provided that in its demand the Entity will note that the amount claimed by the Entity is due to the Entity owing to the occurrence of one or both of the two (2) conditions, specifying the occurred condition or conditions.

The Guarantee will remain in force up to and including the date *[insert days]* days after the deadline for submission of Bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Entity, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE \_\_\_\_\_  
WITNESS \_\_\_\_\_

SIGNATURE OF THE BANK \_\_\_\_\_  
SEAL \_\_\_\_\_

(Signature, Name and Address)



## **Bid Securing Declaration Form**

*[shall be submitted with the Bid if bidder opts to provide this form of bid security]*

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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

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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]*;

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 its association or relation 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 examine all of the Bidding Documents;
  - b. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquire or secure 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.

\_\_\_\_\_  
Name and Signature of Bidder's  
Authorized Representative

*[Jurat]*  
*[Format shall be based on the Rules on Notarial Practice]*



# Bid Form for the Procurement of Goods

*[shall be submitted with the Bid]*

## BID FORM

Project \_\_\_\_\_ Date: \_\_\_\_\_  
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 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 Form**

Name of Bidder:

ITB No.:

Project  
Title:

**Procurement of E-Learning Platform Subscription for DepEd Central Office Personnel**

**LOT 1 P3,942,391.44**

1	2	3	4	5	6	7	8
Items	Description	Country of Origin	Estimated price per unit	Quantity	Unit price per item	Sales and other taxes payable if contract is awarded	Total Bid Price (cols. 6 + 7 *5)
1	E- Learning Subscription		5,831.94	676			

**Total Price:**

**Total Price in Words:**

Name and Signature of Authorized Representative

Date:

Notes:

- Total Bid Price exceeding the amount indicated in the Price Schedule Form shall be a ground for the rejection of the bid.
- Bidder should ensure that the item in the Price Schedule Form are fully accounted.



**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*

**[Jurat]**



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

**Performance Security (Bank Guarantee) Form**

To : The Secretary  
Department of Education  
DepEd Complex, Meralco Avenue  
Pasig City

Attention: The Chairperson  
Bids and Awards Committee

WHEREAS, *[insert name and address of Supplier]* (hereinafter called the “Supplier”) has undertaken, in pursuance of Contract No. *[insert number]* dated *[insert date]* to execute *[insert name of contract and brief description]* (hereinafter called the “Contract”);

AND WHEREAS, it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS, we have agreed to give the Supplier such a Bank Guarantee;

NOW THEREFORE, we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Supplier, up to a total of *[insert amount of guarantee]* proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[insert amount of guarantee]* as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there under or of any of the Contract documents which may be made between you and the Supplier shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the date of your issuance of the Notice of Final Acceptance.

SIGNATURE AND SEAL OF THE GUARANTOR \_\_\_\_\_

NAME OF BANK \_\_\_\_\_

ADDRESS \_\_\_\_\_

DATE \_\_\_\_\_





**DEPARTMENT OF EDUCATION**

*DepEd Complex, Meralco Avenue, Pasig City*

*Trunk Line (08) 632-13-61, Website <http://www.deped.gov.ph>*



**PROJECT: Procurement of E-Learning Platform Subscription for DepEd Central Office Personnel**

**CONTRACT NO.: 2022-BHROD3(001)-BIII-CB-xxx**

**CONTRACT AGREEMENT**

**THIS AGREEMENT** made and entered into this \_\_\_\_ day of \_\_\_\_\_ 2022 by and between **DEPARTMENT OF EDUCATION**, located at DepEd Complex, Meralco Avenue, Pasig City, Philippines, represented herein by its \_\_\_\_\_, \_\_\_\_\_, as per Department Order No. 008, s. 2021 (hereinafter referred to as “**DEPED**”); and \_\_\_\_\_ represented herein by its \_\_\_\_\_, \_\_\_\_\_, with office address at \_\_\_\_\_, Philippines (hereinafter referred to as “\_\_\_\_\_”).

**DEPED** and \_\_\_\_\_ are collectively called “**PARTIES.**”

**WHEREAS, DEPED** invited bids for the Procurement of E-Learning Platform Subscription for DepEd Central Office Personnel consisting of    ( )    lot, and received bids from    ( )    bidders; **DEPED** opened, read, and evaluated the bids of the    ( )    bidders and declared \_\_\_\_\_ as having the lowest calculated bid for the above-captioned project; after evaluation, **DEPED** post-qualified and declared the bid of \_\_\_\_\_ as the lowest calculated responsive bid in the sum of **PHILIPPINE PESOS** \_\_\_\_\_ **MILLION,** \_\_\_\_\_ **THOUSAND,** \_\_\_\_\_ **and 00/100 (PhP \_\_\_\_\_) ONLY,** (hereinafter called the “Contract Price”) detailed as follows:

Item/Description	Quantity	Amount (PhP)

**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 part of this Agreement, viz:
  - i. Philippine Bidding Documents (PBD);
    - a. Schedule of Requirements;



- b. Terms of Reference;
  - c. General and Special Conditions of the Contract; and
  - d. Bid Bulletin No. 1 dated \_\_\_\_\_.
- ii. \_\_\_\_\_'s bid, including the Eligibility Requirements, Technical and Financial Proposals, and all other documents or statements submitted;
  - iii. Performance Security;
  - iv. Notice of Award of Contract and \_\_\_\_\_'s conforme thereto; and
  - v. Other contract documents required by existing laws and/or DepEd in the PBD. \_\_\_\_\_ 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 Order, and Warranty Security, shall form part of the Contract.
3. \_\_\_\_\_ shall render the services referred to in this Contract within **THIRTY (30) CALENDAR DAYS** from receipt of the Notice to Proceed or as may be indicated in the Notice to Proceed;
  4. \_\_\_\_\_ shall post a Performance Security within ten (10) calendar days from receipt of the Notice of Award in the form and amount prescribed therein. The performance security shall be posted in favor of **DEPED**, and shall be forfeited in the event it is established that \_\_\_\_\_ is in default of any of its obligation under this contract. \_\_\_\_\_ shall be responsible for the extension of its performance security and/or undertake to renew its performance security whenever necessary, and without need of prior notice or instruction from the **DEPED**, to ensure that it is in force and effect for the whole duration of the contract. shall remain valid until completion of the services to be rendered.
  5. Services to be rendered under this Contract shall be in accordance with the Terms of Reference, and other requirements indicated in the bidding documents;
  6. \_\_\_\_\_ shall render Services at the Project Site – DepEd Central Office, Meralco Avenue, Pasig City. Services rendered to sites other than the Project Site without **DEPED's** written authorization and/or approval may be rejected by the latter. Violation of this provision, based on documents and reports submitted and validated by the authorized receiving personnel, may be a cause for the termination of the Contract.
  7. In case the Provider encounters condition/s impeding timely performance of Services, it must promptly notify DepEd in writing of such conditions, and any request for work suspension and/or contract period extension shall be promptly done in writing as soon as circumstances for such requests have become apparent. Provider must provide sufficient proof to support any request for work suspension and/or contract period extension
  8. The Contract Price shall be paid to \_\_\_\_\_ in accordance with the following disbursement procedures:

- 8.1 Provider may submit a request for payment based on the Monthly Service Reports which will show the summary of services rendered based on the scope of services and schedule of deliveries and other relevant terms and conditions of the Contract; and other documents in support to a request for payment as may be prescribed by DepEd pursuant to existing disbursement, accounting and auditing rules and procedures.
- 8.3 Payment shall be made to \_\_\_\_\_ within sixty (60) days from submission of the documents specified in SCC Clause 2.2 and other documents as may be prescribed by **DEPED**, in the following manner:
- a. 1st Tranche – 50% of the total cost will be billed and processed once accounts are created and endorsed to administrator in DepEd;
  - b. 2nd Tranche – 30% of the total cost will be billed and processed on the 4th month of the subscription period;
  - c. 3rd Tranche – 20% of the total cost (as special bank guarantee) will be billed and processed at the end of the subscription period. (No automatic renewal of subscription.)
- 8.3.2. **Final payment** shall constitute release of the retention money in case of completion of Services rendered, or the balance amount after it has been called for use.
9. \_\_\_\_\_ shall be liable for liquidated damages for breach of any provisions of this Contract in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay. **DEPED** shall deduct the liquidated damages from any money due or which may become due to \_\_\_\_\_, or collect from any of the securities posted by \_\_\_\_\_, whichever is convenient to **DEPED**. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the Contract Price, **DEPED** may rescind or terminate the Contract, without prejudice to other courses of action and remedies available under the circumstances.
10. \_\_\_\_\_ and its employees, as agents of **DEPED**, shall uphold strict confidentiality of any information relating to this Contract. \_\_\_\_\_ shall hold Proprietary Information in strict confidence. \_\_\_\_\_ agrees not to reproduce, transcribe or disclose Proprietary Information to third parties without prior written approval of **DEPED**.
11. The **PARTIES** shall make every effort to resolve amicably and by mutual consultation any and all disputes or differences arising between the Parties in connection with the implementation of the Agreement. Should such dispute not be resolved amicably, it shall be submitted to arbitration in the Philippines according to the provisions of Presidential Decree No. 242 and Executive Order

No. 292. Provided, however, that by mutual agreement, the Parties may agree in writing to resort to other alternative modes of dispute resolution.

**IN WITNESS WHEREOF**, the Parties hereto have caused this Agreement to be executed in accordance with governing laws on the day and year first above written.

*SIGNED, SEALED AND DELIVERED BY:*

\_\_\_\_\_  
Department of Education

\_\_\_\_\_

*SIGNED IN THE PRESENCE OF:*

\_\_\_\_\_  
*DEPED's Witness*

\_\_\_\_\_  
*'s Witness*

*APPROVED BY:*

\_\_\_\_\_  
Department of Education

\_\_\_\_\_

*CERTIFIED FUNDS AVAILABLE:*

\_\_\_\_\_  
*Chief Accountant*



REPUBLIC OF THE PHILIPPINES)  
PASIG CITY, METRO MANILA ) S.S

**ACKNOWLEDGMENT**

**BEFORE ME**, a Notary Public in and for \_\_\_\_\_, Philippines,  
this \_\_\_\_ day of \_\_\_\_\_ 2021 personally appeared:

**NAME**

**GOVERNMENT ISSUED ID**

*(Number, Issued On, Issued By)*

Department of Education

\_\_\_\_\_

Known to me and to me known to be the same persons who executed the foregoing instrument and acknowledge to me that the same is the free and voluntary act and deed of the entities which they respectively represent.

The foregoing instrument is a CONTRACT consisting of seven (7) pages (exclusive of attachments), including this page on which this acknowledgment is written and signed by the parties hereto and their instrument witness on the left-hand margin of each and every page hereof.

WITNESS MY HAND AND SEAL on the date and place first above written.

Doc. No. \_\_\_\_;  
Page No. \_\_\_\_;  
Book No. \_\_\_\_;  
Series of 2022.

NOTARY PUBLIC



## BANK GUARANTEE FORM FOR ADVANCE PAYMENT

To: **Department of Education**  
*[name of Contract]*

Gentlemen and/or Ladies:

In accordance with the payment provision included in the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called the "Supplier") shall deposit with the PROCURING ENTITY a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the PROCURING ENTITY on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the PROCURING ENTITY and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

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*[name of bank or financial institution]*

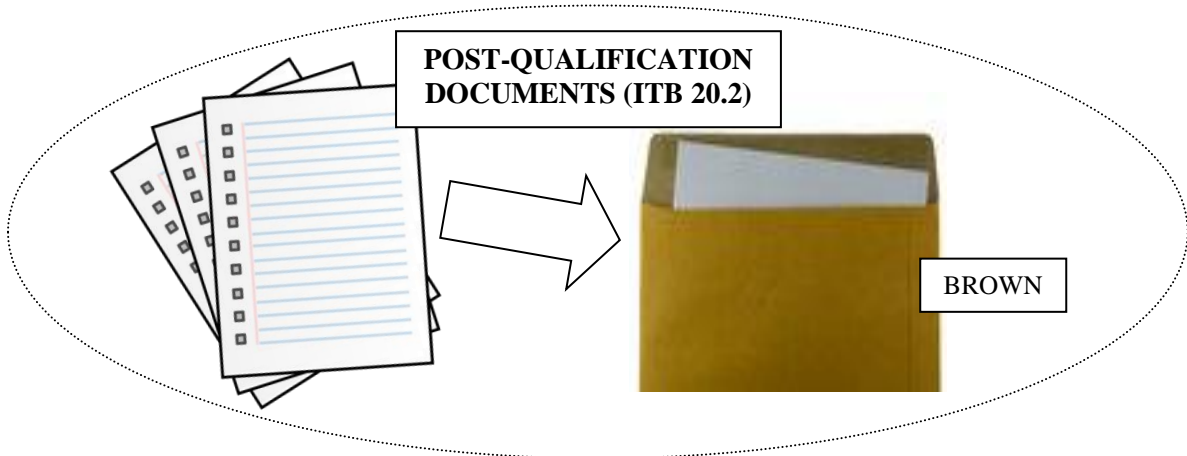
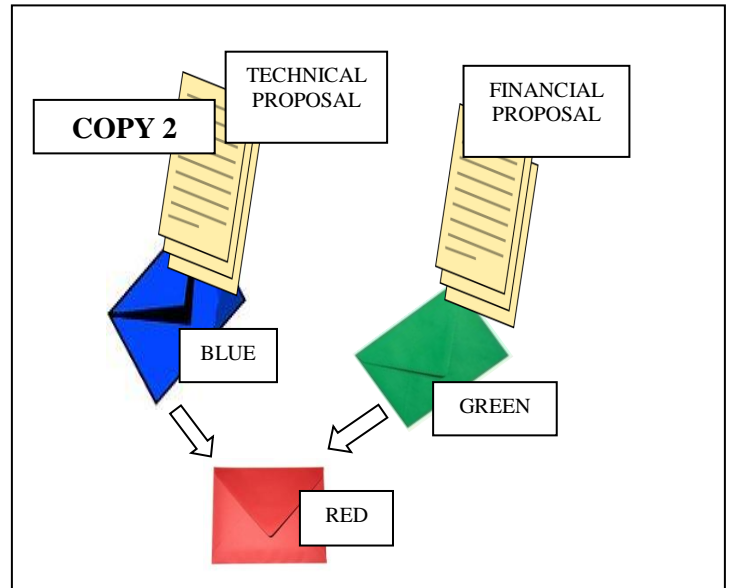
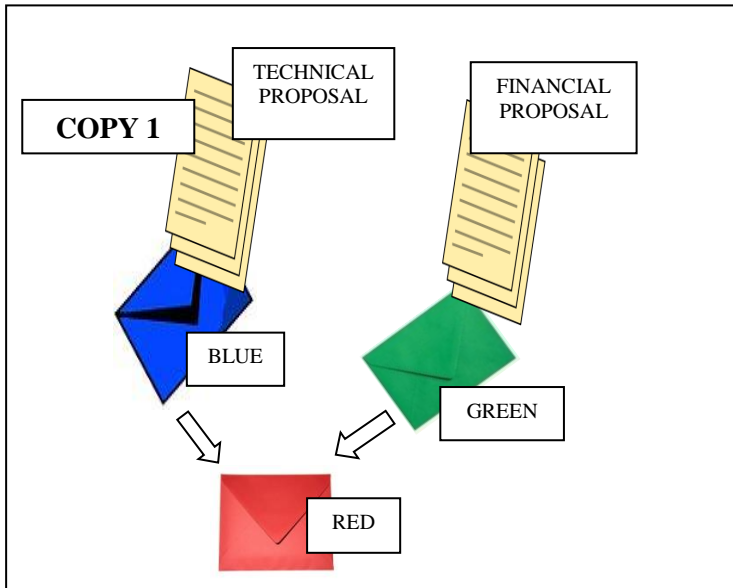
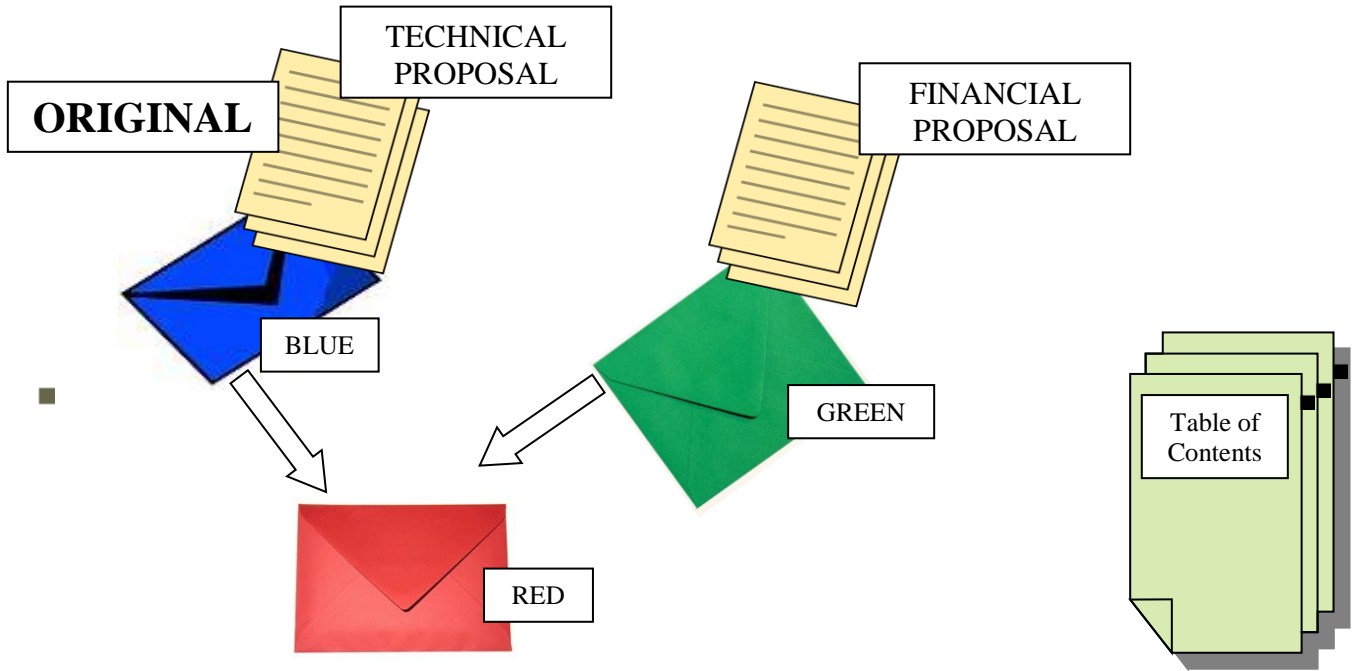
---

*[address]*

---

*[date]*

# SEALING AND MARKING OF BIDS



ORIGINAL / COPY NO. \_\_\_\_\_

[BIDDER'S COMPANY NAME]  
[COMPANY'S OFFICE ADDRESS]  
PUBLIC BIDDING: [PROJECT TITLE]  
BIDDING FOR   [no.]  :   [item description]   (if applicable)

THE CHAIRPERSON  
BIDS AND AWARDS COMMITTEE  
DEPARTMENT OF EDUCATION CENTRAL  
OFFICE  
[VENUE OF BID OPENING]

***DO NOT OPEN BEFORE [TIME AND DATE OF BID OPENING]***





