



development academy of the philippines

BIDS & AWARDS COMMITTEE per SO#2023-047 dated May 16, 2023

# Official Bid Documents (OBD)

**NOTE:** This OBD is compliant with the Philippine Bidding Documents (Goods),  
6<sup>th</sup> Edition as of July 2020 prepared by GPPB.

Some minor changes have been made to suit the requirements of the

**Development Academy of the Philippines (DAP)**  
*as the Procuring Entity*

**for**

**CONFIGURATION, TESTING & COMMISSIONING, AND  
UPGRADING OF THE CLOSED-CIRCUIT TELEVISION  
SURVEILLANCE SYSTEM AT DAP CONFERENCE CENTER IN**

**with Approved Budget for the Contract of P3,500,000.<sup>00</sup>  
Invitation to Bid No.: IB No. IB23-408235-04**

DAP Bldg., San Miguel Avenue, Pasig City 1600  
P.O. Box 12788, Ortigas Center, Pasig City 1600

Telephone: (632) 8631 0921 loc. 133

website: <http://www.dap.edu.ph>

email address of BAC Secretariat: [dapbacsec@dap.edu.ph](mailto:dapbacsec@dap.edu.ph)

# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No.9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. *name of the Procuring Entity*                      *address for bid submission*  
Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract)

# Table of Contents

# *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**

**DTI** Department of Trade and Industry.

**EXW** Ex works.

**FCA**

**FOB**

**Foreign-funded Procurement or Foreign-Assisted Project**





**development academy of the philippines**

BIDS & AWARDS COMMITTEE SO NO. 2023-047 DATED 16 MAY 2023



5. A complete set of Official Bidding Documents (OBD) may be acquired by interested Bidders on **September 29, 2023 (Fri)** to **10 November 2023 (Fri)** from 09:00AM to 04:30PM, of the non-refundable applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, the cost for the Official Bidding Documents is **THREE THOUSAND FIVE HUNDRED PESOS (P3,500.00)**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the DAP. In order for bidders to participate, they shall pay the cost of the OBD not later than the scheduled Submission and Opening of the Bids.

6. Interested bidders must make payment to:

Account Name:	Development Academy of the Philippines
Account Number:	0671-0105-40

12. You may visit the following websites:

**For downloading of Official Bidding Documents:** <https://www.dap.edu.ph/invitation-to-bid/>  
**For online bid submission:**

## *Section II. Instructions to Bidders*

### **1. Scope of Bid**

The Procuring Entity, Development Academy of the Philippines wishes to receive Bids for the  
**TESTING, COMMISSIONING AND UPGRADING OF THE CLOSED-**

## **5. Eligible Bidders**

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder should have completed at least two (2) similar contracts and the aggregate contract amounts should be equivalent to at least fifty percent (50%) of the ABC; and that the largest of

accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office

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 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.

source country.

- ii. The price of other (incidental) services, if any, as listed in the **BDS**.

### **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. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### **15. Sealing and Marking of Bids**

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

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

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

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

- 16.1 The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 8 of the **ITB**.

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

- 17.1

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 *passed* non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No.9184.
- 19.2 If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3

eligible bidders who have submitted bids that are found to be technically and financially compliant, 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**

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**.

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## **Section III. Bid Data Sheet**

**Conformity with the Technical Specifications.** Bidders must state on requirements declared in Section VII of this Official Bidding Documents (please refer to **FORM 10: CONFORMITY TO TECHNICAL SPECIFICATIONS**);

**Duly Notarized Omnibus Sworn Statement** (please refer to **FORM 5: OMNIBUS SWORN STATEMENT**)

**Certificate of Site Inspection** duly signed by any of the following (please refer to **FORM 9: CERTIFICATE OF SITE INSPECTION**)

- 7.1. **CELSO A. MACATUGGAL**  
Chief Safety and Security Officer, DAP Conference Center
- 7.2. **ARMIN JAMES S. KRAFT**  
Chief Operating Security Officer, DAP
- 7.3. **ALBERTO ANGELO M. JIMENEZ**  
Manager, Engineering & Maintenance Services, DAP Conference Center

**Note:** Interested bidders shall coordinate with the BAC Secretariat on their proposed date of inspection of the project site.

**Company Profile with a List of All Completed Contracts** within the last five (5) years, including the list of Company Officers, and bidd company address per BDS Clause 10.1 under Technical Documents item no. 8

**Certificate of distribution and service per BDS** Clause 10.1 under Technical Documents item no. 9

**III.FOR FINANCIAL DOCUMENTS:**

NFCC computation of at least equal to the ABC. Submit accomplished **FORM 8: NET FINANCIAL CONTRACTING CAPACITY (NFCC).**

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Joint Venture Agreement (JVA), if applicable. Submit requirements as required by Section 23.1 (b) for Goods. **If not applicable, the bidder must indicate in writing that they will not be partaking in a Joint Venture for this project.**

**11.1.**  
Documents  
comprising  
the Bid:  
Financial  
Component

Bidders shall submit the following

	bidder. (please refer to <b>FORM 2: PRICE SCHEDULE</b> ).
<b>12 Bid Prices</b>	The price of the Goods shall be quoted in <b>Philippine Peso</b> .
<b>14.1 Bid Security</b>	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:

# 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. 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.

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

## **5. Warranty**

- 5.1 In order to assure 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**



**GCC  
Clause**

**Details of SPECIAL CONDITIONS OF CONTRACT**

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

The outer packaging must be clearly marked on at least four (4) sides as follows:

Name of the Procuring Entity

Name of the





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

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivered, Weeks/Months</b>
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## *Section VII. Technical Specifications*

**Instructions:**

**Comply**

**Not Comply**

the individual parameters of each Specification stating the corresponding performance

Item	Specification	Qty	unit	Statement of Compliance
	Intelligent detection: Intrusion, tripwire 12V DC/PoE power supply IP67 protection with Warranty			
1.03	Supply and installation of 24 port Smart POE Unmanaged Data Switch: Smart POE Unmanaged Data Switch (The next generation Smart switch, provides 48ports 48 10/100/1000Base-T POE ports, 4SFP optical ports, support IEEE 802.3af/at power supply standard, single port maximum output PoE power 30W, 370W max output PoE power, support unified/ centralized management, lifetime license); Combo PoE Switch Interface: Combo 1000BASE-T/SFP port x 110/100 Base-T x16 (Hi PoE/PoE+/PoE) PoE budget : 135W Dimension: 340mm x200mm x43mm CCTV monitor mode, VLAN isolation mode with Warranty	6.00	pcs	
1.04 64	Supply and installation of Two (2) 64 Channel Network Video Recorder: Smart H.265+/Smart H.264+/H.265/H.264 support 64-ch IPC inputs, max resolution 12MP 320Mbps input Bandwidth Support 16-ch 1080p@30 fps self-adaptive decoding ability 8 SATA III ports, up to 10 TB for a single HDD 2 VGA, 2 HDMI, 2 RJ45(1000M) Supports ONVIF protocol, DHCP, P2P function 1-channel fisheye dewarping (AI by NVR) AI by Camera: Perimeter protection; face detection and recognition; SMD Plus; video metadata; ANPR; people counting; heat map with Warranty	2.00	pcs	
1.05	Supply and installation of Data Cabinet: Data Cabinet with a minimum	4.00	pcs	

**Item**

**Specification**

**Qty**

**Item**

Item	Specification	Qty	unit	Statement of Compliance
	commissioning, and decommissioning.			

Item	Specification	Qty	unit	Statement of Compliance
	Entrance;			
1.26	Wire Pulling, Laying, and Structured cabling from Smart PoE Network Switch at PABX room (for IP CCTV Cameras) to Mechanical and Electrical Room located at the Lower lobby (Camera No. 74 & 75) based on Floor Plan/ Layout. (See attached plan/ layout)	1.00	Lot	

1.27 Installation of One (1) unit Data Cabinet with specifications of 600 x 450, 9U/ 1.5Ft. 90.7kg max. loading capacity), toughed glass door w/ spring lock, detachable side panel (not vented),

Item	Specification	Qty	unit	Statement of Compliance
	(8) Outdoor Bullet IP CCTV Cameras;			
1.34	Wire Pulling, Laying, and Structured cabling from Smart PoE Network Switch at Electrical room located at Dining lobby of two (2) runs each UTP Cable (for IP CCTV Cameras) to Dining Area (No. 70, 47, 48, 49, 71, 46, 53, 68, 54), and to Basement Area (No. 45, 44, 43, 42, 40, 61,41) based on Floor Plan/ Layout. (See attached plan/ layout);	1.00	Lot	
1.35	Another Wire Pulling, Laying, and Structured cabling from Smart POE Network Switch at Electrical room located at Dining lobby of two (2) runs			



<b>Item</b>	<b>Specification</b>	<b>Qty</b>	<b>unit</b>	<b>Statement of Compliance</b>
	(5) Outdoor Bullet IP CCTV Cameras;			
1.43	Wire Pulling, Laying, and Structured cabling from Smart PoE Network Switch at Electrical room located in front of Workshop Male CR of two (2) runs each UTP Cable (for IP CCTV Cameras) to Upper lobby and Function room Area (No.1, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 25, 52) based on Floor Plan/ Layout. (See attached plan/ layout);	1.00	Lot	
1.44	Conduction of Wire Termination/s along with appropriate Testing & Commissioning and De-commissioning of old wires and hardware.	1.00	Lot	
1.45	Installation of Roughing-Ins (cable trays, conduits and other necessary accessories);	1.00	Lot	
1.46	Installation of Two (2) units of Indoor Dome IP CCTV Cameras and Two (2) Outdoor Bullet IP CCTV Cameras;	1.00	Lot	
1.47	Wire Pulling, Laying, and Structured cabling from Smart PoE Network Switch located at PABX of two (2) runs each UTP Cable (for IP CCTV Cameras) to Upper lobby and Function room Area (No.7, 8, 50, 51) based on Floor Plan/ Layout. (See attached plan/ layout);	1.00	Lot	
1.48	Conduction of Wire Termination/s along with appropriate Testing & Commissioning.	1.00	Lot	
1.49	Installation of Roughing-Ins (cable trays, conduits and other necessary accessories);	1.00	Lot	
1.50	Installation of Five (5) units of Indoor Dome IP CCTV Cameras and Four (4) Outdoor Bullet IP CCTV Cameras;	1.00	Lot	
1.51	Wire Pulling, Laying, and Structured cabling from Smart PoE Network Switch located at PABX of two (2) runs each UTP Cable (for IP CCTV Cameras) to Upper lobby and Function room Area (No.2, 3, 4, 5, 6, 57, 58, 60, 62) based on Floor Plan/ Layout. (See attached plan/ layout);	1.00	Lot	
1.52	Conduction of Wire Termination/s along	1.00	Lot	

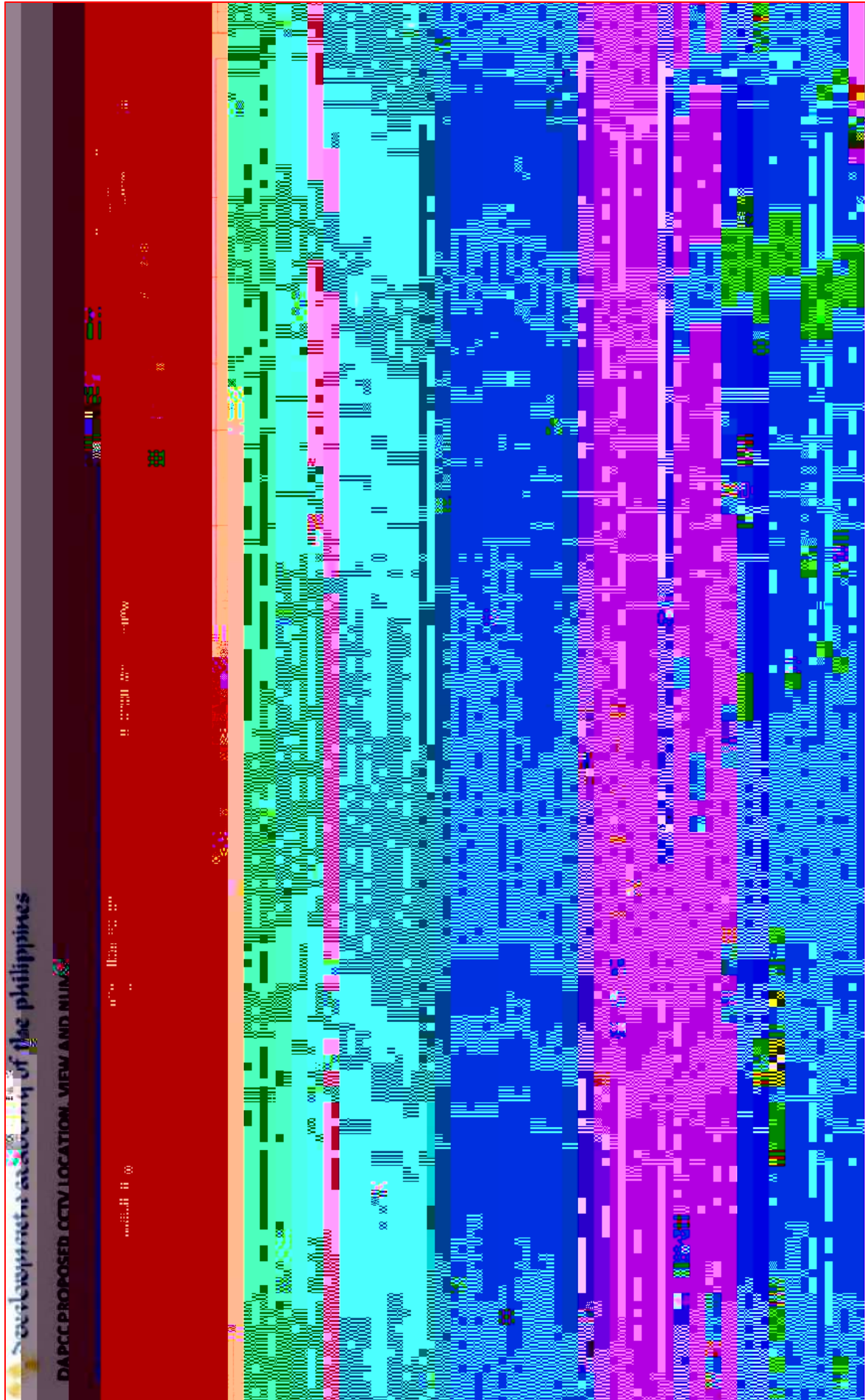
<b>Item</b>	<b>Specification</b>	<b>Qty</b>	<b>unit</b>	<b>Statement of Compliance</b>
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Item	Specification	Qty	unit	Statement of Compliance
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1.59

<b>Item</b>	<b>Specification</b>	<b>Qty</b>	<b>unit</b>	<b>Statement of Compliance</b>
	equipment, facilities and utilities installed; and Warranty Certificate that complies to the GCC Clause 5 Warranty under Section V Special Conditions of Contract			

# DAPCC PROPOSED CCTV LOCATION, VIEW, AND NUMBER







**DAPCC PROPOSED CCTV SURVEILLANCE  
SYSTEM**





# PHILIPPINE POLICE TRAINING CENTER (PPPTC) TV LAY-OUT



BULLET CAMERA



DOME CAMERA

UTILITY CENTER

UTILITY CENTER

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# DAFGC FLOOR PLAN - LOWER LOBBY (STAIRWAY LAY-OUT)

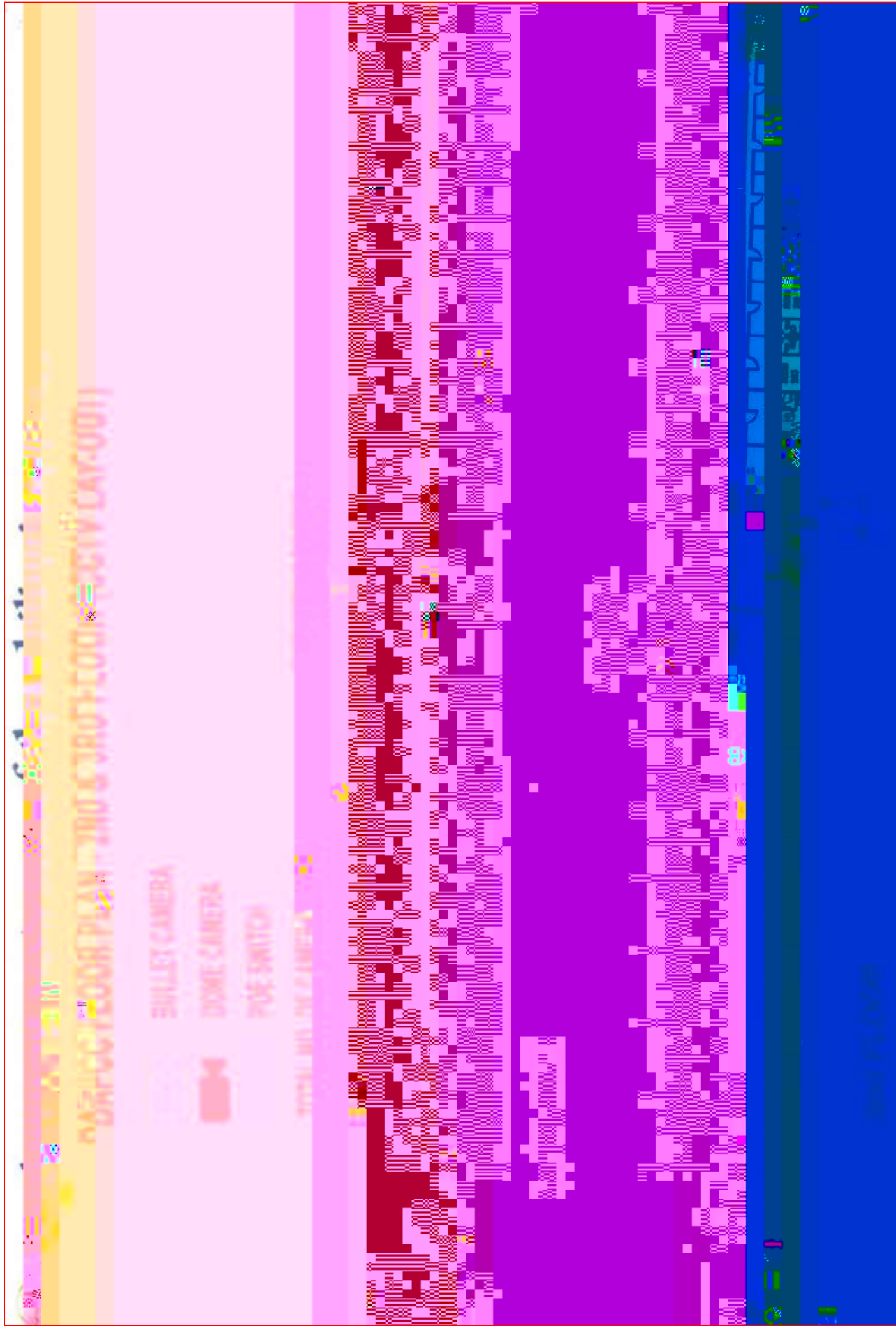
■ ELEVATOR CAMEL

■ STAIR CAMEL

● POINT OF CAMERAS







## ***Section VIII. Checklist of Technical and Financial Documents***

### **Bid Document CHECKLIST – Technical (Including Eligibility)**

01. All submissions of the Bidder must clearly indicate the paper the document number. For example, photocopy of valid PhilGEPS registration papers (i.e., 5pcs) of “Bidder Corporation”, **Technical Component** should be marked **T01~1 T01~2 T01~3 T01~4 and T01~5**.

02. On this checklist the column “As Checked” shall be marked ...

“PASSED” to indicate that said document was available; or

“FAILED” when the document is not available to the Bid

<p>Development Authority (CDA), whichever is applicable;</p> <p>Clear and readable Permit or its Equivalent Document;</p> <p>Clear and readable Photocopy of Tax Clearance Certificate for FY2022 issued by the Bureau of Internal Revenue (BIR);</p> <p>Clear and readable Photocopy of Audited Financial the BIR or its duly accredited and authorized institutions.</p>		
<p style="text-align: center;">Technical Documents</p>	<p>mark</p>	<p>As Checked</p>
<p>2) 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, per <b>BDS Clause 10.1, item no. 2.;</b></p>	<p>T02</p>	<p><input type="checkbox"/> Passed <input type="checkbox"/> Failed</p>
<p>3) similar contracts and the aggregate contract amounts should be equivalent to at least fifty percent (50%) of the ABC; and that the largest of these similar contracts must be equivalent to at least twenty-five (25%) of the ABC. pursuant to the exception 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 per <b>BDS Clause 10.1, item no. 3;</b></p>	<p>T03</p>	<p><input type="checkbox"/> Passed <input type="checkbox"/> Failed</p>
<p>4) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission. <b>or</b> Original copy of Notarized Bid Securing Declaration, per <b>BDS Clause 10.1, item no. 4;</b></p>	<p>T04</p>	<p><input type="checkbox"/> Passed <input type="checkbox"/> Failed</p>
<p>5) Conformity with the Technical Specifications, which may include fabrication / Shop drawings, material board, mock-ups, production/delivery schedule, and/or after- sales/parts, if applicable as per <b>BDS Clause 10.1, item no. 5;</b></p>	<p>T05</p>	<p><input type="checkbox"/> Passed <input type="checkbox"/> Failed</p>
<p>6) Original duly signed Omnibus Sworn Statement (OSS); <b>and</b></p>		



## Checklist No.2

01. All submissions of the Bidder must clearly indicate the paper the document number. For example, Financial Component (i.e., 4pcs) should be marked **F01~1** , **F01~2** , **F01~3** , and **F01~4** .
02. On this checklist the column "As Checked" shall be marked ...  
 "PASSED" to indicate that said document was available; or  
 "FAILED" when the document listed is not available in the bid proposal submitted; or
03. **At any stage of the procurement process, a proposal may still be declared "not eligible" if the contents/substance of the document is missing, or its found inappropriate or does not comply with the given requirements for this transaction.**

<b>Bidding No.</b>	<b>IB23-408235-04</b>	<b>Total ABC:</b>	<b>P3,500,000.00</b>
<b>Particulars:</b>		<b>CONFIGURATION,</b>	
		<b>TESTING &amp; COMMISSIONING, AND UPGRADING OF THE CLOSED-CIRCUIT TELEVISION SURVEILLANCE SYSTEM AT DAP CONFERENCE</b>	
<b>Venue of Bid Opening</b>	Via Google Meet Platform	<b>DATE &amp; TIME of Bid Opening</b>	November 14, 2023 (Tue) at 10:00AM
<b>BIDDER'S INFORMATION</b>	<b>COMPANY NAME:</b>		
	<b>COMPANY HEAD OFFICE MAILING ADDRESS:</b>		
	<b>COMPANY WEBSITE OR EMAIL ADDRESS:</b>		
<b>Representative attending the Bidding:</b>	<b>NAME OF THE COMPANY REPRESENTATIVE:</b>		
	<b>POSITION TITLE OF THE COMPANY REPRESENTATIVE:</b>		
<b>JV Info:</b>	<b>IS THE BIDDER INTO JOINT VENTURE AGREEMENT WITH ANOTHER ENTITY/IES? YES /NO</b>		

### II. Financial Component Envelope

**dap** DOES NOT ALLOW ANY BIDDER from any country outside the Philippines

<b>FINANCIAL DOCUMENTS</b>	<b>mark</b>	As Checked
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a.



## ***Section IX. BIDDING FORMS***

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**INSTRUCTIONS to BIDDERS:**

THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE FINANCIAL DOCUMENTS MARKED AS **F01**

THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE CONTAINED IN THE SUBMITTED ELECTRONIC BID; AND,

THE FILENAME STRUCTURE SHOULD BE F01\_XXX=FINANCIAL\_BID\_FORM=<BIDDERNAME>

## BID FORM

Issued by the GPPB through GPPB Resolution 16-2020, dated 16 September 2020

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

Invitation to Bid No.: **IB23-408235-04**

### BIDS & AWARDS COMMITTEE

Development Academy of the Philippines

3F, DAP Bldg., San Miguel Avenue, Pasig City 1600

P.O. Box 12788 Ortigas Center, Pasig City 1600 Philippines

*Telephone:* (632) 8631-0921 loc. 133

*BAC Secretariat email:* [dapbacsec@dap.edu.ph](mailto:dapbacsec@dap.edu.ph)

*Website address:* <http://www.dap.edu.ph>

Having examined the Bidding Documents, including the Supplemental or Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged,\* nBT(t)9(p)14(:)7(/)656 8414S: numbeG[(

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<sup>1</sup>:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
<i>None</i>		

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 or any Bid you may receive; and,

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

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.

	Yours sincerely,
<i>SIGNATURE OF THE AUTHORIZED REPRESENTATIVE</i>	
NAME OF THE AUTHORIZED REPRESENTATIVE	
POSITION TITLE OF SIGNATORY:	
NAME OF FIRM\BIDDER:	
POSTAL ADDRESS:	
TELEPHONE NUMBER:	
EMAIL ADDRESS:	

<sup>1</sup>Applicable only if the Funding Source is the ADB, JICA or WB.

**INSTRUCTIONS TO BIDDERS:**

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE FINANCIAL

1.02	<p>accurate detection of vehicle and human).  12V DC/PoE power supply  IP67 protection  with Warranty</p>								
Supply and installation									

	<p>support IEEE 802.3af/ at power supply standard, single port maximum output PoE power 30W, 370W max output PoE power, support unified/ centralized management, lifetime license);          Combo PoE Switch Interface: Combo 1000BASE-T/SFP port x 110/100 Base-T x16 (Hi PoE/PoE+/PoE) PoE budget : 135W          Dimension: 340mm x200mm x43mm          CCTV monitor mode, VLAN isolation mode with Warranty</p>								
--	--	--	--	--	--	--	--	--	--

	AI by Camera: Perimeter protection; face detection and recognition; SMD Plus; video metadata; ANPR; people counting; heat map with Warranty								
--	---	--	--	--	--	--	--	--	--

1.05 Supply and installation of Data Cabinet:

Data Cabinet with a minimum specification of at least: Can accommodate at least four (4) and two (2) Data Switches each; 48" x 24" standard opening; Framing and Paneling Gauge#16, Black (powder-coated); Adjustable with mounting railings; Plexiglas Front Door with Lock; Detachable Side Panels with Lock & Ventilation; Detachable Back Panels with Lock; With 1 unit Vertical Cable Manager #1; With 1 unit 3-prong, 220V, 20Amp fuse; With 1 unit Vertical Cable Manager at the back ring type; and with 2 pcs. Exhaust Fan at the top panel;

Boots;  
LC 12mm/18mm  
with Short Boots;  
SC 25mm with  
Short Boots  
Polish Type SMF:  
UPC-UPC; UPC-  
APC; APC-APC;  
MMF: UPC-UPC  
Connector Ferrule  
Zirconia Ceramic  
Cable Outside  
Diameter Duplex:  
1.6/2.0/3.0mm,  
Simplex:  
0.9/2.0/3.0mm,  
Interchangeability  
", Vibration  
dB  
with Warranty



	uninterrupted viewing angle With Bracket with Warranty								
1.10	Category 6 180° 1U 24-Port Unshielded Patch Panel, Dual Type IDC, W/ Two Cable Management Bars, Black; with Warranty	6.00	pcs						
1.11	LC/UPC SC/UPC Duplex Single mode, 9/125 Patch Cord 2M,2.0mm, LSOH; with Warranty	80.00	pcs						
1.12	Supply & Installation of UTP CAT6 Cable; with Warranty	1	lot						
1.13	Multimode OM3 Simplex 1M, 4.0 mm, LSOH; with Warranty	25.00	pcs						
1.14	Supply & Installation of High frequency, On-line Smart UPS, Rack- Tower Convertible, Hot-Swappable Battery Module Design, 3KVA/2.7 KW, PF: 0.9, 72Vdc, with 6pcs X 9Ah built-in battery, with USB, RS232, EPO, SNMP function Port with Warranty	1.00	pc						
1.15	Supply & Installation of RJ45	1.00	lot						
1.16	24 P, 1 U Cable Manager	15.00	sets						
1.17	Supply, installation and termination of Fiber Optic 4 core multimode outdoor type	1.00	Lot						
1.18	Supply, installation and	1.00	Lot						

	<p>termination of conduits, structured cabling installation of UTP CAT 6 Cable and Fiber Optic Cable, cable trays around the Main Conference Building, and in the side of Connecting Hallway, cable pulling, CCTV Weatherproof Conduit Boxes (100X100X70) (73 pcs), fittings, boxes, support/hangers, connectors, accessories, testing, commissioning, and decommissioning.</p>								
1.19	<p>Installation of Data Cabinet with height 12U/ 2ft., Powder Coated, Black, perforated two side panels, Perforated back, and front Door; German cooling fan, with three pins German type plug, 1wire/4 fans (cable length,1M); 1U 19" power distribution unit, w/aluminum body, US (NEMA5-15P) Plug, 6 universal outlets, w/LED master switch at PABX Room;</p>	1.00	Lot						
1.20	<p>Installation, testing,</p>								



(Camera No. 74 & 75) based on Floor Plan/ Layout. (See attached plan/ layout)									
--	--	--	--	--	--	--	--	--	--



	Two (2) Smart PoE Managed Switch to the Data Cabinet.								
--	---	--	--	--	--	--	--	--	--





	CCTV Cameras) to Upper lobby and Function room Area (No.1, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 25, 52) based on Floor Plan/ Layout. (See attached plan/ layout);								
1.44	Conduction of Wire Termination/s along with appropriate Testing & Commissioning and De-commissioning of old wires and hardware.	1.00	Lot						

1.45 Installation of Roughing-Ins (cable trays, conduits ns

	units of Indoor Dome IP CCTV Cameras and Four (4) Outdoor Bullet IP CCTV Cameras;								
1.51	Wire Pulling, Laying, and Structured cabling from Smart PoE Network Switch located at PABX of two (2) runs each UTP Cable (for IP CCTV Cameras) to Upper lobby and Function room Area (No.2, 3, 4, 5, 6, 57, ,								



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CCTV      Cameras,  
Network      Video  
Recorder, Wires and  
Cables, Data Switches,  
Monitors, Hard Disk  
Drives, etc.;



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signed and sealed by appropriate professional architects and engineers; and Complete set of electronic files in USB Thumb ) "y@ hO Vo in PDF and CAD format.

Manuals of all supplied and installed equipment comprising the Technical Specifications and Product Installation Instructions; Operational Brochure/s; Maintenance Manuals, including draft of Process and Work Instruction Manual (PAWIM) for the use of DAPCC Maintenance Personnel; Conduct training of the DAP maintenance personnel who will operate and maintain all equipment, facilities and utilities installed; Warranty Certificate that complies to the GCC Clause 5 Warranty under Section V Special Conditions of Contract

Name: \_\_\_\_\_  
Legal Capacity: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

Name of Bidder \_\_\_\_\_

Page \_\_ of \_\_\_\_.

Invitation to Bid Number:

---

1                    2                    3                    4                    5                    6                    7                    8                    9









<i>for the Development Academy of the Philippines (“DAP”):</i>	<i>for the {name of the Firm of the Winning Bidder} (“SUPPLIER”):</i>
<b>Atty. ENGELBERT C. CARONAN, JR., MNSA</b> <i>President and CEO</i>	name of Authorized Representative. <i>position-title of “Supplier”</i>
***witnesses***	

Witness1 of DAP  
*position-title of “DAP’s Witness1”*

Witness1 of the Bidder  
*position-title of “Supplier’s Witness1”*

## ***FORM 5: OMNIBUS SWORN STATEMENT***

**INSTRUCTIONS:** THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER S LETTERHEAD

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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

Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4.



# *Bidder's LETTERHEAD*

## ***FORM 6: STATEMENT OF ALL ONGOING CONTRACTS INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED***

### **INSTRUCTIONS to BIDDERS:**

THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "T02";

IF THERE IS NO ONGOING INCLUDING AWARDED BUT NOT YET STARTED GOVERNMENT OR PRIVATE CONTRACTS, STATE OR EQUIVALENT TERM;

THE TOTAL AMOUNT OF THE ONGOING AND AWARDED BUT NOT YET STARTED CONTRACTS SHOULD BE CONSISTENT WITH THOSE FIGURES USED IN THE NET FINANCIAL CONTRACTING CAPACITY (NFCC).

*Note: Excel file will be provided through email, which forms part of the OBD bought by the Bidder.*

# *Bidder's LETTERHEAD*

## ***FORM 7: STATEMENT OF BIDDER'S SINGLE LARGEST COMPLETED CONTRACT (SLCC)***

### **INSTRUCTIONS to BIDDERS:**

THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "T03";

ATTACHED PHOTOCOPY OF CERTIFICATE OF FINAL ACCEPTANCE OR OFFICIAL RECEIPT ISSUED TO THE PROCURING ENTITY OR ANY EQUIVALENT DOCUMENT WITH INDICATED AMOUNT;

THE TOTAL AMOUNT OF THE SLCC SHOULD BE EQUIVALENT TO AT LEAST FIFTY PERCENT (50%) OF THE ABC.

*Note: Excel file will be provided in email, which forms part of the OBD bought by the Bidder.*



POSTAL ADDRESS:	
TELEPHONE NUMBER:	
EMAIL ADDRESS:	

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

## **FORM 9: CERTIFICATE OF SITE INSPECTION**

### **INSTRUCTIONS to BIDDERS:**

SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS **T02**

THE SIGNED COPY OF THIS DOCUMENT (IN PDF OR JPEG FORMAT) **MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE CONTAINED IN THE SUBMITTED ELECTRONIC BID;**

THE FILENAME STRUCTURE SHOULD BE T07\_XXX=CERT\_SITE\_INSPECTION=<BIDDERNAME> .

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## **CERTIFICATE OF SITE INSPECTION**

**7**

BIDDING No.: **IB23-408235-04**

CONTRACT: **"ONE (1) LOT SUPPLY OF 18" / 15" ( ) JT&T"**



## ***FORM 10 : TECHNICAL SPECIFICATIONS COMPLIANCE***

**Instructions:**

**Comply**

**Not Comply**

individual parameters of each Specification stating the corresponding performance parameter of the

Bidders Bid and cross-

Item	Specification	Qty	unit	Statement of Compliance
	Deterrence: Sound and light alarm Support vehicle and human classification Intelligent detection: Intrusion, tripwire 12V DC/PoE power supply IP67 protection with Warranty			
1.03	Supply and installation of 24 port Smart POE Unmanaged Data Switch: Smart POE Unmanaged Data Switch (The next generation Smart switch, provides 48ports 48 10/100/1000Base-T POE ports, 4SFP optical ports, support IEEE 802.3af/at power supply standard, single port maximum output PoE power 30W, 370W max output PoE power, support unified/ centralized management, lifetime license); Combo PoE Switch Interface: Combo 1000BASE-T/SFP port x 110/100 Base-T x16 (Hi PoE/PoE+/PoE) PoE budget : 135W Dimension: 340mm x200mm x43mm CCTV monitor mode, VLAN isolation mode with Warranty	6.00	pcs	
1.04	64 Supply and installation of Two (2) 64 Channel Network Video Recorder: Smart H.265+/Smart H.264+/H.265/H.264 support 64-ch IPC inputs, max resolution 12MP 320Mbps input Bandwidth			

Item	Specification	Qty	unit	Statement of Compliance
1.05	Supply and installation of Data Cabinet: Data Cabinet with a minimum specification of at least: Can accommodate at least four (4) and two (2) Data Switches each; Framing and Paneling Gauge#16, Black (powder-coated); Adjustable with mounting railings; Plexiglas Front Door with Lock; Detachable Side Panels with Lock & Ventilation; Detachable Back Panels with Lock; With 1 unit Vertical #\ -prong, 220V, 20Amp fuse; With 1 unit Vertical Cable Manager at the back ring type; and with 2 pcs. Exhaust Fan at the top panel; with Warranty	4.00	pcs	
1.06	10TB Surveillance Hard Disk Drive SATA III; with Warranty	16.00	pcs	
1.07	LC with Standard Boots; LC 12mm/18mm with Short Boots; SC 25mm with Short Boots Polish Type SMF: UPC-UPC; UPC-APC; APC-			

Item	Specification	Qty	unit	Statement of Compliance
	High-fidelity digital processing 178°/178° wide uninterrupted viewing angle With Bracket with Warranty			
1.10	Category 6 180° 1U 24-Port Unshielded Patch Panel, Dual Type IDC, W/ Two Cable Management Bars, Black; with Warranty	6.00	pcs	
1.11	LC/UPC SC/UPC Duplex Single mode, 9/125 Patch Cord 2M,2.0mm, LSOH; with Warranty	80.00	pcs	
1.12	Supply & Installation of UTP CAT6 Cable; with Warranty	1	lot	
1.13	Multimode OM3 Simplex 1M, 4.0 mm, LSOH; with Warranty	25.00	pcs	
1.14	Supply & Installation of High frequency, On-line Smart UPS, Rack-Tower Convertible, Hot-Swappable Battery Module Design, 3KVA/2.7 KW, PF: 0.9, 72Vdc, with 6pcs X 9Ah built-in battery, with USB, RS232, EPO, SNMP function Port with Warranty	1.00	pc	
1.15	Supply & Installation of RJ45	1.00	lot	
1.16 Cable Manager	24 P, 1 U Cable Manager	15.00	sets	
1.17	Supply, installation and termination of Fiber Optic 4 core multimode outdoor type	1.00	Lot	
1.18	Supply, installation and termination of conduits, structured cabling installation of UTP CAT 6 Cable and Fiber Optic Cable, cable trays around the Main Conference Building, and in the side of Connecting Hallway, cable pulling, CCTV Weatherproof Conduit Boxes (100X100X70) (73 pcs), fittings, boxes,                   supp1 0 0 1 150.2C			

<b>Item</b>	<b>Specification</b>	<b>Qty</b>	<b>unit</b>	<b>Statement of Compliance</b>
-------------	----------------------	------------	-------------	--------------------------------

**Item**

**Specification**

**Qty**

**unit**



<b>Item</b>	<b>Specification</b>	<b>Qty</b>	<b>unit</b>	<b>Statement of Compliance</b>
	at Electrical room located in front of Workshop Male CR of two (2) runs each UTP Cable (for IP CCTV Cameras) to Upper lobby and Function room Area (No.1, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 25, 52) based on Floor Plan/ Layout. (See attached plan/ layout);			
1.44	Conduction of Wire Termination/s along with appropriate Testing & Commissioning and De-commissioning of old wires and hardware.	1.00	Lot	
1.45	Installation of Roughing-Ins (cable trays, conduits and other necessary accessories);	1.00	Lot	
1.46	Installation of Two (2) units of Indoor Dome IP CCTV Cameras and Two (2) Outdoor Bullet IP CCTV Cameras;	1.00	Lot	
1.47	Wire Pulling, Laying, and Structured cabling from Smart PoE Network Switch located at PABX of two (2) runs each UTP Cable (for IP CCTV Cameras) to Upper lobby and Function room Area (No.7, 8, 50, 51) based on Floor Plan/ Layout. (See attached plan/ layout);	1.00	Lot	
1.48	Conduction of Wire Termination/s along with appropriate Testing & Commissioning.	1.00	Lot	
1.49	Installation of Roughing-Ins (cable trays, conduits and other necessary accessories);	1.00	Lot	
1.50	Installation of Five (5) units of Indoor Dome IP CCTV Cameras and Four (4) Outdoor Bullet IP CCTV Cameras;	1.00	Lot	
1.51	Wire Pulling, Laying, and Structured cabling from Smart PoE Network Switch located at PABX of two (2) runs each UTP Cable (for IP CCTV Cameras) to Upper lobby and Function room Area (No.2, 3, 4, 5, 6, 57, 58, 60, 62) based on Floor Plan/ Layout. (See attached plan/layout);			



<b>Item</b>	<b>Specification</b>	<b>Qty</b>	<b>unit</b>	<b>Statement of Compliance</b>
	tools, and temporary facilities. Provide temporary field office with health/safety/first aid facility and utilities with corresponding sub-meters to be connected to sub-meters to be connected to supply of water and electricity. Provide Personal Protective Equipment (PPE) and other Safety & Health Paraphernalia.			

1.54

Item	Specification	Qty	unit	Statement of Compliance
1.61	<p>year after the system has been commissioned and accepted by DAP;</p> <p>Submission of Post Documentary requirements:</p> <ul style="list-style-type: none"> <li>\ # k</li> <li>) h</li> </ul> <p>legend, technical specifications, and measurements;</p> <p>Compilation of Periodic Project Reports including photo documentations before, during, and after implementation works. Each photo-documentation should have the date and time stamps, in jpg-format;</p> <p>As-Built Plans:</p> <ul style="list-style-type: none"> <li>o</li> </ul> <p>sheets) signed and sealed by appropriate professional and/or engineers;</p> <p>Six (6) sets of blue print copies in</p> <p>sealed by appropriate professional architects and engineers; and</p> <p>Complete set of electronic files "y@u" u ) "o- "y@u" hO Vo "h) 7" CAD format.</p> <p>Manuals of all supplied and installed equipment comprising the Technical Specifications and Product Installation Instructions;</p> <p>Operational Brochure/s;</p> <p>Maintenance Manuals, including draft of Process and Work Instruction Manual (PAWIM) for the use of DAPCC Maintenance Personnel;</p> <p>Conduct training of the DAP maintenance personnel who will operate and maintain all equipment, facilities and utilities installed;</p> <p>Warranty Certificate that complies to the GCC 5140.14(Ce)9ce y13( )</p>			

## Section X. FILENAMES

### *Notes to the Bidders:*

This Section of the OBD provides the information necessary for interested Bidders to prepare responsive bids, in accordance with the requirements of DAP.

The tendered Bid shall be assessed on the basis of what is deemed advantageous to DAP, in particular, and to the Government, in general before an award will be served.

This Section contains provisions that are to be used unchanged. For illustration purposes, the following shall be packaged as follows:

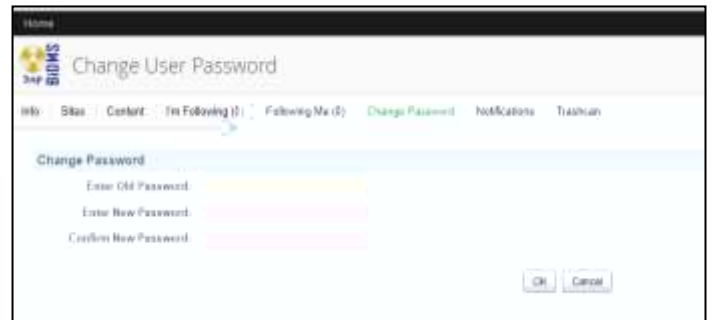
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Below are information and a step-by-

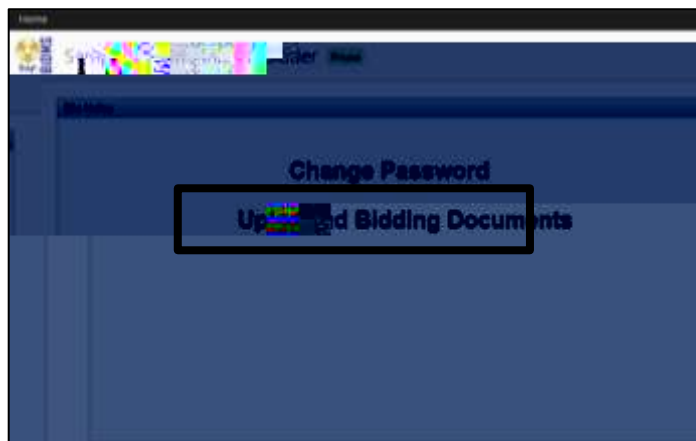




5. The Bidder should change their password;



6. After changing the password, the Bidder can now upload their electronic bid submission in two (2) password protected compressed folders (zip/rar);



7. The Bidder could either upload the compressed folders using the upload button or dragging and dropping the compressed from a device.



8. The Bidders site folder should contain only three (3) files:

**1<sup>st</sup>:** Duly Notarized Scanned-copy of the Letter of Authorization;  
**2<sup>nd</sup> finn**

