

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

## **Supply, Delivery and Installation of Basic Library Security**

ABC = 2,660,000.00 Php

Government of the Republic of the Philippines

**UNIVERSITY OF THE PHILIPPINES CEBU**



**Sixth Edition  
July 2020**

## Table of Contents

<b>Glossary of Acronyms, Terms, and Abbreviations .....</b>	<b>3</b>
<b>Section I. Invitation to Bid.....</b>	<b>6</b>
<b>Section II. Instructions to Bidders.....</b>	<b>8</b>
1. Scope of Bid .....	8
2. Funding Information.....	8
3. Bidding Requirements .....	8
4. Corrupt, Fraudulent, Collusive, and Coercive Practices .....	8
5. Eligible Bidders.....	9
6. Origin of Goods .....	9
7. Subcontracts .....	9
8. Pre-Bid Conference .....	9
9. Clarification and Amendment of Bidding Documents .....	9
10. Documents comprising the Bid: Eligibility and Technical Components .....	10
11. Documents comprising the Bid: Financial Component .....	10
12. Bid Prices .....	10
13. Bid and Payment Currencies .....	11
14. Bid Security .....	11
15. Sealing and Marking of Bids .....	11
16. Deadline for Submission of Bids .....	12
17. Opening and Preliminary Examination of Bids .....	12
18. Domestic Preference .....	12
19. Detailed Evaluation and Comparison of Bids .....	12
20. Post-Qualification .....	13
21. Signing of the Contract .....	13
<b>Section III. Bid Data Sheet .....</b>	<b>14</b>
<b>Section IV. General Conditions of Contract .....</b>	<b>15</b>
1. Scope of Contract .....	16
2. Advance Payment and Terms of Payment .....	16
3. Performance Security .....	16
4. Inspection and Tests .....	16
5. Warranty .....	17
6. Liability of the Supplier .....	17
<b>Section V. Special Conditions of Contract .....</b>	<b>18</b>
<b>Section VI. Schedule of Requirements .....</b>	<b>21</b>
<b>Section VII. Technical Specifications .....</b>	<b>22</b>
<b>Section VIII. Checklist of Technical and Financial Documents .....</b>	<b>28</b>

# *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**  
**University of the Philippines Cebu**  
**Lahug, Cebu City**  
**BIDS AND AWARDS COMMITTEE**

**INVITATION TO BID FOR *Supply, Delivery and Installation of Basic Library Security System***

1. The *University of the Philippines Cebu*, through the *GAA 2020* intends to apply the sum of *Two Million Six Hundred Sixty Thousand Pesos (Php 2,660,000.00)* being the ABC to payments under the contract for *Supply, Delivery and Installation of Basic Security System*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *University of the Philippines Cebu* now invites bids for the above Procurement Project. Delivery of the Goods is required by *60 days after receipt of NTP*. Bidders should have completed, within *the last three (3) years* from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. 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 No. 5183.

4. Prospective Bidders may obtain further information from *University of the Philippines Cebu BAC Office* and inspect the Bidding Documents at the address given below from *8:00AM-5:00PM*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on *December 2, 2020* from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of *Five Thousand Pesos Only (Php 5,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the *fees in person or through email*.
6. The *University of the Philippines Cebu* will hold a Pre-Bid Conference on *December 9, 2020 1:00PM* at the *BAC Office Room 207 Admin Building, University of the*

*Philippines Cebu Gorordo Avenue, Lahug Cebu City* and/or through video conferencing or webcasting via **Zoom**

<https://up-edu.zoom.us/j/84020352019>

Meeting ID: 840 2035 2019

Passcode: 7Q65xQfn

which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **December 22, 2020 1:00PM**. 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 **December 22, 2020 1:00PM** at the given address below **BAC Office Room 207 Admin Building, University of the Philippines Cebu Gorordo Avenue, Lahug Cebu City. Zoom**

<https://up-edu.zoom.us/j/81238148859>

Meeting ID: 812 3814 8859

Passcode: j87yg90l

Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

10. The **University of the Philippines Cebu** 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:

**Bids and Awards Committee through  
Emma Gandionco/ BAC Secretariat Chair**

UP Cebu, Lahug, Cebu City

Tele/Fax No. 032-233-3497

Contact's email add: bac\_sec.upcebu@up.edu.ph

12. You may visit the following websites:

For downloading of Bidding Documents: **Invitation to Bid: Supply, Delivery and Installation of Basic Library Security**

*December 1, 2020*

Lorel S. Dee, M.D.  
BAC Chair

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

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

The Procuring Entity, *University of the Philippines Cebu* wishes to receive Bids for the *Supply, Delivery and Installation of Basic Library Security System*, with identification number *G20-12*.

The Procurement Project (referred to herein as “Project”) is composed of *1 item*, the details of which are described in Section VII (Technical Specifications).

### **2. Funding Information**

2.1. The GOP through the source of funding as indicated below for *2020* in the amount of *Two Million Six Hundred Sixty Thousand Pesos ( Php 2,660,000.00)*.

2.2. The source of funding is:  
NGA, the General Appropriations Act or Special Appropriations.

### **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 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 shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) 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 Procuring Entity has prescribed that:  
Subcontracting is not allowed.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address *University of the Philippines BAC Office* and/or 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 *the last three 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)**.

### **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<sup>1</sup> 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 until **April 22,2021**. 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 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. 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. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the

2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. The Project shall be awarded as follows:

One Project having several items that shall be awarded as one 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, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. 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**

<b>ITB Clause</b>	
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> <li>a. <i>Supply, Delivery and Installation of Basic Library Security System</i></li> <li>b. completed within <i>the last three years</i> prior to the deadline for the submission and receipt of bids.</li> </ul>
7.1	<i>Subcontracting is not allowed</i>
12	The price of the Goods shall be quoted DDP <i>University of the Philippines Cebu, Lahug Cebu City</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> <li>a. The amount of not less than <i>Fifty Three Thousand Two Hundred Pesos (Php 53,200.00)</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <i>One Hundred Thirty Three Thousand Pesos (Php133,000.00)</i> if bid security is in Surety Bond.</li> </ul>
19.3	<i>The project will be awarded as one lot.</i>
20.2	<i>Supplier must be an authorized dealer and installer of the system.</i>

<i>PR</i>	<i>OFC</i>	<i>NAME OF ITEM</i>	<i>Specifications</i>	<i>Qty</i>	<i>Unit</i>	<i>ABC</i>	
						<i>Unit price</i>	<i>Total</i>
<i>3959</i>	<i>Library</i>	<i>Basic Library Security System</i>	<i>RFID Tags</i> <i>o RFID Workstation</i> <i>RFID Mobile DLA (Mobile Inventory)</i> <i>o RFID Gate</i> <i>o RFID Gate Baseplate</i>	<i>1</i>	<i>lot</i>	<i>2,660,000.00</i>	<i>2,660,000.00</i>

## ***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**

- 6.1. 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.
- 6.2. 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*

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>“The delivery terms applicable to the Contract are DDP delivered University of the Philippines Cebu Learning Commons Gorordo Ave. Lahug Cebu City. In accordance with INCOTERMS.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>UP Cebu Librarian</i>  <i>Sheryl Alforque</i>  <i>Emma Gandionco</i></p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p><b>performance and supervision of on-site assembly and/or start-up of the supplied Goods;</b></p> <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>
	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p>

	<p>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.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity  Name of the Supplier  Contract Description  Final Destination  Gross weight  Any special lifting instructions  Any special handling instructions  Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p>

	<p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p>
2.2	<p>The terms of payment shall be as follows: <i>Advance payment may be made upon effectivity of contract upon request of supplier. Complete payment shall be done after issuance of Certificate of Completion.</i></p>
4	<p>The inspections and tests that will be conducted are:  <i>For post qua, the evaluation of the bidders bid will include actual observation of operation of a similar unit to be delivered to UP Cebu</i>  <i>Physical inspection of items and evaluation of specifications with actual start up.</i></p>



## *Section VII. Technical Specifications*

Item	Specification	Statement of Compliance
1	<p>o RFID Tags</p> <ol style="list-style-type: none"> <li>1. RFID tags must be tested for more than 100,000 read/write cycles.</li> <li>2. RFID tags must be guaranteed for the lifetime of the item to which they are applied.</li> <li>3. The proposed tags must operate at 13.56 MHz.</li> <li>4. The proposed tags must have a minimum memory of 2,560 bits.</li> <li>5. The proposed tags must have a paper stock that is ISO 9706 compliant. Please include ISO 9706 certificate of compliance.</li> <li>6. The proposed system shall be fully compliant with ISO 18000-3 Mode 1, and include both mandatory and optional commands specified in ISO 15693-3.</li> <li>7. Proposed RFID tag operating temperature must be between -40 °C to 85°C / -40°F to 185°F.</li> <li>8. All RFID tags must pass accelerated aging testing at 85°C and at 85% humidity for a minimum of 15 weeks.</li> <li>9. Proposed RFID tags must utilize the SLiX2 silicon chip, which has increased performance over the SLiX1 silicon chip.</li> <li>10. The RFID tag vendor’s brand must be visible on each tag.</li> <li>11. RFID tag size requirements are as follows: <ul style="list-style-type: none"> <li>• Height: 1.97 inches</li> <li>• Length: 1.97 inches</li> <li>• Width: 0.018 inches</li> </ul> </li> <li>12. RFID tag rolls must have at least 2,000 functioning tags per roll. No more than 3% of the tags on a roll are non-working tags.</li> </ol>	<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</i></p>

<p>13. Non-working RFID tags are marked with a small black rectangle so that library staff can easily identify non-working tags. Please provide an image of a non-working tag.</p> <p>14. The proposed system RFID tags must use a low acid, or neutral pH, non-contact (delayed set time) adhesive.</p> <p>o RFID Workstation</p> <ol style="list-style-type: none"> <li>1. The proposed system must have the ability to read, program, and reprogram RFID tags.</li> <li>2. The proposed system must have an option for a thin (less than 15mm) antenna.</li> <li>3. The proposed system must have an option for a fully shielded antenna providing concentrated detection field no larger than the antenna pad.</li> <li>4. The proposed system must be able to mount in, on or under the work surface of a circulation station.</li> <li>5. The proposed system readers must function when positioned under existing Library slate, granite, wooden or laminate-topped desks.</li> <li>6. The proposed system must have an RFID read range of 8 inches minimum for book tags.</li> <li>7. The proposed system must provide dual function: capable of processing RFID tags or bar codes in the same circulation transaction.</li> <li>8. A bar code reader must be able to operate concurrently with an RFID reader.</li> <li>9. The library's standard ILS checkout and check-in screens must remain open and fully operational at all times while performing staff functions. Staff will view workstation functions in a small, unobtrusive window while still receiving valuable updates/notifications about patron transactions at self-checkout stations.</li> <li>10. The proposed system must secure item within one second of discharging the item.</li> </ol>	<p><i>regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
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<p>11. The proposed system must simultaneously process multiple RFID-tagged items for check-in/out.</p> <p>12. The proposed system must not require mouse activations to process most items (Exceptions made for configuration changes, error handling, or tag reprogramming situations).</p> <p>13. The proposed system must be able to work with a weed list (a list of items to be removed from the Library), to automatically alert staff to weed an item upon scanning the bar code, before applying an RFID tag.</p> <p>14. The staff application must work with all types of ILS clients: Windows-based, Java-based, web based, etc. without using SIP, SIP2, or NCIP.</p> <p>15. The proposed system software must not require SIP to interface with ILS.</p> <p>16. The workstation software allows staff to check out and check in materials without having to toggle back and forth between functions.</p> <p>17. The system must have the ability to be controlled license key.</p> <p>18. The system must be able to have software updates remotely pushed to the software client.</p> <p>19. The system must have an option for user accessible configuration to reduce read range. 3rd party technical interface, or administrative login is not acceptable.</p> <p>20. The system must have an option for either USB powered or externally powered.</p> <p>22. The system must be able to read multiple tag data formats without impacting accuracy or speed,</p> <ul style="list-style-type: none"> <li>• without requiring users to alter their actions, and</li> <li>• without requiring any change to software configuration.</li> </ul> <p>21. The reader pad should be no larger than 350 mm x 289 mm x 15 mm.</p>	
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RFID Mobile DLA (Mobile Inventory)

1. The portable handheld RFID reader must feature an easy-to-use, generously sized touch screen display.
2. The portable handheld reader must incorporate an ergonomic design, to aid user in reading shelves at all levels, be easy to use and be relatively non-stressful to wrist, arm, shoulder, and elbow. For ergonomic purposes, reader must not weigh more than 22 oz.
3. Handheld unit allows up to 8 hours of use before the need to swap out or recharge the battery.
4. The portable handheld reader system must have the capacity to read multi-line, fixed-length-field, or delimited-field records from an electronic file containing shelf or search lists and create a portable database for use in a portable handheld RFID reader.
5. The handheld reader must direct the user to items on “pull” lists and provide a method to keep track of which items have been found and which have not been found.
6. The proposed portable handheld reader must accommodate data collection of more than one million items to collect and store identifiers of items scanned and store those items in user-defined categories for upload.
7. The proposed system must identify items on multiple user-defined search lists (e.g., missing, claims returned, billed, lost and paid, inventory).
8. The proposed system must create PC files containing lists of collected data, lists of items pulled, and lists of items not pulled.
9. The proposed portable handheld reader must have an audible tone and visible indicators to verify item has been identified.
10. Portable handheld reader must not require a wireless or cord connection to the ILS to be fully functional.

	<p>o RFID Gate</p> <ol style="list-style-type: none"> <li>1. The proposed system must have a read range of no less than eighteen inches (18”) in either direction of each gate.</li> <li>2. Security gates must be made specifically for vendor. Other vendors must not be able to purchase and resell these same security gates.</li> <li>3. The proposed system must use 13.56 MHz ISO 15693-3/ISO 18000-3 mode 1 RFID technology.</li> <li>4. The detection systems must be shielded from external interference from light fixtures, elevator motors,etc.</li> <li>5. The detection system has a highly visible integrated digital display to monitor alarm counts, ingoing and outgoing patron traffic, and diagnostics. The digital display must be integrated into the actual RFID gate unit so that staff can easily view the patron count by walking up to the unit.</li> <li>6. Pedestals must have the option to remotely access patron counter stats and reset to zero via an Ethernet connection to the library’s network.</li> <li>7. The proposed system must be able to issue visible and audible warnings.</li> <li>8. Security gates must have customizable alarm light colors.</li> <li>9. The proposed system must provide software alerts for staff indicating as to the reasons gates are alarming in real-time, including title of item(s) and whether or not it was properly checked out.</li> <li>10. The proposed system must provide item security even when the Library’s ILS or network is off line or not functioning. It should not require contact with the ILS to verify every item passing through the gate.</li> <li>11. Self-diagnostics will insure that the system is operating correctly.</li> <li>12. In order for the library to conserve energy when the gates are not in use, the gate systems must have a standby mode for energy savings. The gate</li> </ol>	
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	<p>systems must activate to full power when a person enters the radar people counter detection zone.</p> <p>13. Vendor supplies accompanying software with gates that allows the Library to monitor foot traffic, be alerted to security issues, and verify whether items have been checked out properly or not.</p> <p>14. Provide the distances at which the security gates must be installed from other RFID or electronic items and/or metal shelving so as not to incur interference.</p> <p>15. Product proposed by the vendor must be certified on the following Standards Compliance : CE, RCM, ETSI, FCC, IC, ADA, DDA, UL and CSA</p> <p>o RFID Gate Baseplate</p> <p>With installation and start up of unit and end user training.</p> <p>Supplier must also provide manual of operations of the unit.</p> <p>Warranty: standard 1 year warranty for replacement of parts determined to have factory defect and 1 year free service warranty.</p>	

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

## **I. TECHNICAL COMPONENT ENVELOPE**

### ***Class “A” Documents***

#### **Legal Documents**

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**or**
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
**and**
- (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
**and**
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### **Technical Documents**

- (f) 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**
- (g) 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**
- (h) 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**
- (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (j) 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**

- (k) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**

- (l) 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***

- (m) 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)***

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

**25 FINANCIAL COMPONENT ENVELOPE**

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

