

**PHILIPPINE ECONOMIC ZONE AUTHORITY**

**PROCUREMENT OF  
UNIFIED ENDPOINT  
MANAGEMENT SOLUTION  
(PEZA-HO-2023-10)**

**Government of the Republic of the Philippines**

**(2023)**

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# *Glossary of Acronyms, Terms, and Abbreviations*

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

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

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

**EXW** – Ex works.

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

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

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

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

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

# *Section I. Invitation to Bid*

## **PROCUREMENT OF UNIFIED ENDPOINT MANAGEMENT SOLUTION (PEZA-HO-2023-10)**

1. The **Philippine Economic Zone Authority (PEZA)** through the Corporate Budget for the Year 2023 intends to apply the sum of **Three Million and Three Hundred Thousand Pesos (₱3,300,000.00)** being the ABC to payments under the contract for the Procurement of Unified Endpoint Management Solution (PEZA-HO-2023-10). Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The PEZA now invites bids for the above Procurement Project. Delivery of the Services is required for a period of three (3) years. Bidders should have completed, within 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.
  - a. 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 PEZA and inspect the Bidding Documents at the address given below from 9:00a.m. to 4:00p.m.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **06 September 2023** from the given address and website(s) below ([www.peza.gov.ph](http://www.peza.gov.ph)) 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 (₱5,000.00) The Procuring Entity shall allow the bidder to present its proof of payment for the fees.
6. The Philippine Economic Zone Authority will hold a Pre-Bid Conference on **14 September 2023, 10:00 AM at 8th Floor, Double Dragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City** and/or **through video conferencing or webcasting via Microsoft Teams**, which shall be open to prospective bidders.
7. Interested bidders shall inform the PEZA-BAC, through its Secretariat, by sending an email at **[bacsec@peza.gov.ph](mailto:bacsec@peza.gov.ph)**, of their intention to participate in the Pre-Bid Conference at least one (1) day prior to the date of the conference.

8. Hard copies and soft copies of bids (1 original, 1 copy and a soft copy in USB) must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **26 September 2023, 9:00 AM**. Late bids shall not be accepted.
9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
10. Bid opening shall be on **26 September, 10:00 AM** at the **8th Floor, Double Dragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City** and through video conferencing or webcasting via Microsoft Teams to observe social distancing. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

<b>Activity</b>	<b>Schedule</b>
Posting of Invitation to Bid	06 September 2023
Issuance and Availability of Documents	06 September 2023
Pre-Bid Conference	14 September 2023 10:00 AM
Deadline for Submission of bids	26 September 2023 9:00 AM
Opening of bids	26 September 2023 10:00 AM

11. The PEZA 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.
12. For further information, please refer to:

*Philippine Economic Zone Authority  
 Bids and Awards Committee (BAC) Secretariat  
 8th Floor, Double Dragon Center West Bldg., DD Meridian Park,  
 Macapagal Avenue Pasay City  
 Email: bacsec@peza.gov.ph  
 Tel. No. 8551-3451 local 232  
 www.peza.gov.ph*

You may visit the following websites: For downloading of Bidding Documents:  
<http://www.peza.gov.ph/bid-opportunities>

06 September 2023

*(Sgd)*  
**ANIDELLE JOY M. ALGUSO**  
 BAC Chairperson

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

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

The Procuring Entity, PEZA wishes to receive Bids for the Procurement of Unified Endpoint Management Solution (PEZA-HO-2023-10).

The Procurement Project (referred to herein as “Project”) is composed of 1 lot, 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 CY 2023 in the amount of Php 3,300,000.00.

2.2. The source of funding is:

a. GOCC and GFIs, the Corporate Operating Budget.

### **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:
  - a. 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 Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on 08 September 2023 10:00 AM, 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 three (3) 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.

## **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 the **BDS**.
  - 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 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:
  - a. Philippine Pesos.

### **14. Bid Security**

- 14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be valid for 120 calendar days reckoned from the bid opening date. 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 Entity's 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 14 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**

- 20.2. 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:  a. <i>Endpoint Management Solution contracts.</i>  b. completed within three (3) years prior to the deadline for the submission and receipt of bids.
7.1	<i>Subcontracting is not allowed.</i>
12	No further instructions.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:  a. The amount of not less than Php 66,000.00, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or  b. The amount of not less than PhP 165,000.00, if bid security is in Surety Bond.
19.3	No further instructions.
20.2	No additional requirements.
21.2	No additional requirements.

## ***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 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. *In the case of Framework Agreement*, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.

### **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. In addition to tests in the **SCC**, **Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity

shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

## **5. Warranty**

5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Liability of the Supplier**

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.



## *Section V. Special Conditions of Contract*

<b>GCC Clause</b>	
1	<i>No additional requirements.</i>
2.2	<i>No additional requirements.</i>
4	<i>No additional requirements.</i>

## *Section VI. Schedule of Requirements*

The delivery schedule stipulates hereafter the date of delivery to the project site.

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
<b>1</b>	Unified Endpoint Management Solution	1	1	Delivery period- 30 days upon issuance of Notice to Proceed

\* The period for the performance of the obligations under the Contract shall not be beyond the validity of the corresponding appropriations for the Project.

**I hereby certify to comply and deliver all the above requirements.**

\_\_\_\_\_  
**Name of Company/Bidder    Signature Over Printed Name of Representative    Date**

# *Section VII. Technical Specifications*

## **Technical Specifications**

*Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter.*

<b>Item</b>	<b>Technical Specifications</b>		<b>Statement of Compliance</b> (State whether “COMPLY” or “NOT COMPLY”)
<b>1 Lot</b>	<b>ISO Certification</b>	Solution must be from an ISO 9001 or ISO 9002 certified company	
	<b>Compliance</b>	The solution must be compliant with the following standards as follows:  CIS, PCI, GDPR, VPAT, HIPAA, RBI, NIST	
	<b>Quality Assurance</b>	The manufacturer must have a website where information and descriptions on product specifications can be viewed by the end-user. Manufacturer's website should have downloadable manuals and the latest drivers. Manufacturer must have a Technical Support or Customer Support Website. Brand must have a list of service centers or accredited service centers nationwide.	
	<b>General Features</b>	The solution must support unified endpoint management and security software that helps manage servers, laptops, desktops, smartphones, and tablets from a central location. Automate regular desktop management routines like installing patches, distributing software, managing IT Assets, software licenses, USB device usage, monitoring software usage statistics, and taking control of remote desktops, and mobile devices.	
		Solution must support Mobile Device Management features such as advanced device restrictions, distributing of licenses in KNOX devices, and app lock.	
		The solution must support patching for applications including Windows, Mac, Linux, and third-party applications.	
		Must have a built-in endpoint security features for automatically uninstalling prohibited software, blocking executables, securing USB devices, and managing firewalls.	

		The solution can integrate with different help desk solutions through which you can use all your endpoint management features right from a single help desk console.	
<b>Functions</b>		Must be available as an on premise or SaaS version	
		Solution should have Web-Based Access to UI	
		Solution must have its Inbuilt Database for on premise	
		Solution must have built-in Database backup and recovery	
		Must have Role Based Restrictions	
		Must be able to Manage Systems in LAN and WAN	
		Solution must feature an Automatic Agent Upgrade	
		The solution offered is agent-based and it should have a retry feature for agent installation.	
		Solution must support managing desktops, laptops, servers, smartphones, tablets, mobile devices of different OS such as Windows, Mac and Linux, Android, IOS, iPadOS, Chromebook OS on a central location.	
		The Solution must support rebranding	
		Solution has the capability to deploy configurations for Microsoft office and Internet settings such as setting the default working folder location for Excel, Word, Powerpoint. For IE, set Trusted sites, Block pop up.	
		Solution must have VMware Support	
		Supports email alerts if there are any hardware removed or added to the machine. i.e. Hard disk, Physical memory, network adapters, any software installed or uninstalled to the machine.	
		Solution must have a Two Factor Authentication	
		Supports storing credentials used on the solution i.e. admin credentials, domain credentials.	
		Solution must have Remote Agent Installation function	
	The solution should have the ability to set deployment settings of the patches such as setting allows users to skip the deployment, setting reboot policies, setting the schedule of the deployment.		
<b>Desktop Management Configurations</b>		Configuration management	
		Configuration Life Cycle Management	
		USB/Port Security Management	
		Printer Install/Uninstall	
		Power Management	
		IT Help Desk Software - Servicedesk Plus Integration	
		Security Policies Management	
		Drive Mapping	
		Permission Management	
		Launch Application Management	
		Local User and Group Management	
		Browser Management	
		MS office Management	
	Display Management		

		Custom Script Execution	
		Wi-Fi Management	
		Firewall and Service Management	
		Imaging and Deployment - OS Deployer	
		MAC OS Support	
		Linux Management	
		Failover Server for high availability.	
	<b>Software Distribution</b>	Install MSI/ EXE/ Script based software	
		Run pre- and post-Installation commands	
		Scheduled Software Deployment	
		Template -driven Package Creation	
		Uninstall Software Applications	
		Self Service Portal for Windows	
	<b>Patch Management</b>	Supports patching for Windows, Mac, Linux and third-party applications.	
		Supports Microsoft OS and applications	
		Supports third party patches like Java, Adobe, etc.	
		Approve or Deny selective applications	
		Deployment progress and status	
		Customizable reboot and actions	
		System Health Policy	
		Automated Patch Deployment for Patch Task	
		Automated Patch Deployment for Anti-Virus Task	
		Scheduled Deployment	
		Test group and automatic approval of patches	
		Decline Patches	
		Disable Automatic Updates	
	<b>Asset Management</b>	Hardware and Software	
		Prohibit software with auto-uninstall policy	
		Audit history for prohibited software	
		Software metering	
		Software License Management	
		Notify on Software/Hardware changes	
		Managing Software Category	
		Block exe- Windows	
	<b>Remote Control Management</b>	One click access to remote desktops	
	Get users consent prior to connecting		
	Watch only mode		
	File Transfer		
	Chat		
	Multiple concurrent sessions		
	Multi-monitor support		
	Remote key board and mouse		

		Recording remote sessions	
		Rebooting during remote session	
		Capture Alpha-Blending	
		Hide Remote Cursor	
		Disable Wallpaper/Aero theme	
		Idle session settings	
		Performance/Colour quality/FPS	
		Blackening remote display, etc	
		Shadow Remote User-Windows	
	<b>Tools and Reports</b>	Wake on LAN Tool custom	
		Remote Shutdown/Restart	
		System Manager	
		Disk clean up, Defrag and Check disk	
		Active Directory Reports	
		Custom reports	
		User Logon reports with login history	
		Power management reports	
		Configuration reports	
		Patch reports	
		USB reports	
		Asset Reports	
		MDM reports	
		Live Chat Support 8/5	
	<b>OS Deployment (Windows OS)</b>	Online and offline image creation	
		Multicast/ Unicast deployment	
		Customized deployment template	
		Configure post deployment activities	
		Hardware independent deployment	
		Deploy OS to Remote offices	
		Automatic Driver updates	
		User Profile backup and migration	
		Supports Security identifiers handling	
	<b>Mobile Device Management</b>	Device Enrollment - offers different ways of enrolling devices (corporate owned or BYOD)	
		Supports Android, IOS, Windows 10 and 11 laptops and MAC OS laptop devices	
		App management - install in-house and store apps silently, restrict block listed apps, app uninstallation silently	
		Profile management - configure policies and profiles	
		Content management - remotely share documents to the devices over the air.	
		Remote Troubleshooting	
		Security Management - configure stringent security policies such as passcode, device lock, lost mode, geo-fencing, geo location	
		Email Management - manage and secure corporate emails	

<b>Device Control Features</b>	Containerization for BYOD devices	
	Kiosk mode	
	Supports complete wipe or corporate wipe of the device	
	Asset Management - device details and installed apps	
	Support Windows and MAC OS.	
	Able to integrate to Active Directory.	
	Lock down USB ports for all untrusted devices.	
	Unblock USB device as needed	
	Support Role-based access control (RBAC).	
	Ability to created device groupings.	
	Capable of supporting up to 18 types of USB devices:	
	1. Removable Storage Devices	
	2. Keyboards	
	3. Mouses	
	4. Bluetooth Devices	
	5. Windows Portable Devices	
	6. Apple Devices	
	7. Printers	
	8. CD-ROM	
	9. Imaging Devices	
	10. Infrared	
	11. Modems	
	12. Biometric Equipment	
	13. SmartCard Reader	
	14. Tape Drive	
	15. WCEUSBS	
	16. Serial Ports (COM)	
	17. Parallel Ports (LPT)	
18. Wireless Network Adapters		
Capability to create a trusted list of devices via definition of device instance path IDS and/or wildcard pattern		
Creates USB blocking policy.		

	<p>Automatically detect devices as trusted, allowed or blocked  "Support delegating levels of access for optimal control such as:  - read-only file access  - file copying and modifying within the devices  - file movement from devices to computer "</p> <p>Supports data mirroring - feature that creates a copy of content transferred to USBs and stores it in a secured share folder</p> <p>Support File Tracing - record the names of transferred files, all the locations they have been archived, and their device destination.</p> <p>Provides temporary access policy - to grant access and assign permission to devices only for a shorter period.</p> <p>Approval for temporary access - get notified every time an unauthorized device tries to access your endpoint.</p> <p>Ability to grant access to devices outside network - generate an access code and email it to the user to enable them access the required computers for a specific period.</p> <p>Ability to specify the start and end time within which the device can access the endpoints</p> <p>Supports generation of reports such as list of blocked devices, audit reports for data mirroring, file tracing reports</p> <p>Reports can be exported as PDF, CSV, XLXS.  Can set scheduled reports to automatically send via email.</p> <p>Ability to run query reports for custom reports.</p> <p>Ability to set the retention period for device audit reports.</p> <p>Ability to set the retention period for file audit reports.</p> <p>Ability to monitor file actions such as create, open, delete, rename, modify, move, copy.</p> <p>Ability to set the retention period for data mirroring reports.</p> <p>Ability to enable file archive report retention period and the archive path.</p> <p>Configure alert settings via email, alert for blocked device detection</p> <p>Configure alert settings via email, alert for temporary access request.</p>	
	<p><b>Bidder's Qualification</b></p> <p>Bidder must be a premier/gold or equivalent partner and authorized to sell and provide after sales support of the proposed solution with highly trained and certified technical engineers who are able to manage the most complex customer deployments.</p>	



		<p>The bidder / vendor must have the following local and regular personnel. Submit CV's, IDs and Training Certificates.</p> <ul style="list-style-type: none"> <li>• One (1) Certified Project Manager as a single contact person for the implementation of the project.</li> <li>• At least two (2) certified and experienced engineers specialized on the product to be supplied. Said engineers shall provide technical support during the contract implementation</li> </ul>	
		<p>Bidder must have a local office to provide all required software, licenses, and support.</p>	
		<p>The Service Provider must have a Service Desk Support System in place to accommodate PEZA technical requests.</p> <p>The service desk system will provide a ticket for each technical request or issue and will provide continuous status and report until the resolution with the following Service Level Agreements:</p> <p>The bidder must submit the procedure on support and escalation.</p> <ul style="list-style-type: none"> <li>a. 8X5 available technical support</li> <li>b. 24X5 principal global support</li> <li>c. Thirty (30) minutes response time upon receipt of the call and four (4) hours to (6) hours onsite support</li> </ul>	
	<b>License</b>	300 Licenses for 3 years validity	
	<b>Deployment</b>	Installation, configuration, testing, and troubleshooting.	
	<b>Knowledge Transfer</b>	Complete features, administration, and configuration of the product.	
	<b>Project Completion</b>	Delivery Period - 30 days	
Implementation - 45 days			
Total Completion - 75 Days			

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

### **Notes on the Checklist of Technical and Financial Documents**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

#### Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

#### Financial Documents

- (g) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) **or** A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

### *Class “B” Documents*

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

## II. FINANCIAL COMPONENT ENVELOPE

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

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

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

*\*Editable versions of Standard Bidding Forms, may be downloaded at the gppb website, link as follows: <https://www.gppb.gov.ph/downloadable-forms/#tab-61412>*

**Statement of all Ongoing Government and Private Contracts Including  
Contracts Awarded but not yet Started**  
*[shall be submitted with the Bid]*

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

Name of Client/ Contact Person/Contact Number/Contact Email Address	Date of the Contract	Title of the Project in the Contract	Kinds of Goods	Total Amount of Contract	Value of Outstanding Contracts	Date of Delivery
<u>Government</u>						
<u>Private</u>						

Submitted by : \_\_\_\_\_  
(Print Name and Signature)

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

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

*Instructions:*

- i. State **ALL** ongoing contracts including those awarded but not yet started (government **[including the PEZA]** and private contracts which may be **similar or not similar** to the project subject of the bidding) as of the deadline for the submission of bids.
- ii. If there is no ongoing contract including those awarded but not yet started as of the aforementioned period, state none or its equivalent term.
- iii. The total amount of the ongoing and awarded but not yet started contracts must be consistent with those used in the Net Financial Contracting Capacity (NFCC).

**Statement of Single Largest Completed  
Contract which is similar in Nature**

*[shall be submitted with the Bid]*

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

Name of Client/ Contact Person/Contact Number/Contact Email Address	Date of Contract	Title of the Contract/Na me of the Project	Kinds of Goods	Amount of Contract	Date of Acceptance	End User's Acceptance or Official receipt(s) issued for the Contract

Submitted by : \_\_\_\_\_  
(Print Name and Signature)

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

Date : \_\_\_\_\_ *Instructions:*  
s

- a. 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 the following requirements:
- i. a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC; and
  - ii. It should have been completed (i.e., accepted) within three (3) years prior to the deadline for the submission of bids.

Note: Date of Acceptance shall mean the date when the items delivered have **satisfactorily met** the requirements of the procuring entity, as evidenced by either a Certificate of Final Acceptance and/or Completion from the bidder's client, or an Official Receipt or a Sales Invoice.

