

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

## **Procurement of Cloud Hosting Subscription for One Year**

**Government of the Republic of the Philippines**



**Information and Communications Technology Service-  
Technology Infrastructure Division (ICTS-TID)**

**FEBRUARY 2024**

**2024c-ICTS3(014)-BII-CB-014**

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

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

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

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

**CDA** - Cooperative Development Authority.

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

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

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

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

**EXW** – Ex works.

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

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

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

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

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

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

**UN** – United Nations.

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



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

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**Bids and Awards Committee II**

**PROJECT NO.: 2024c-ICTS3(014)-BII-CB-014**

**INVITATION TO BID**

FOR THE

**Procurement of Cloud Hosting Subscription for One Year**

- The **Department of Education (DepEd)**, through the *Government of the Philippines (GOP) under 2023 DCP (Continuing Funds)* intends to apply the sum of **Philippine Pesos Three Hundred Forty Million, Seven Hundred Eighty-Eight Thousand, Two Hundred Twenty-Four and 00/100 (Php340,788,224.00)**, being the Approved Budget for the Contract (ABC) to payments under the contract for **Procurement of Cloud Hosting Subscription for One Year** broken down as follows:

<b>Lot No.</b>	<b>Description</b>	<b>Quantities/ Licenses</b>	<b>Approved Budget for the Contract (ABC) In Php</b>
<b>1 lot</b>	Cloud Subscription Credit	4,400	<b>340,788,224.00</b>

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

- The **DepEd**, through the **Bids and Awards Committee (BAC) II**, now invites bids for the goods/services contemplated in this project. Expected completion of delivery of the goods/services is detailed specified in **Section VI. Schedule of Requirements** and **Section VII. Technical Specifications** of this bidding document.

Prospective bidder should have completed, within a period of **seven (7) years** immediately preceding the deadline for submission of bids, Single Largest Completed Contract (SLCC) similar to the contract to be bid and the value of which, adjusted, if necessary, by the Bidder to current prices using the Philippine Statistics Authority’s (PSA’s) Consumer Price Index (CPI), must be **at least fifty percent (50%)** of the ABC.

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

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

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

Amount of Bidding Documents shall be ***Philippine Pesos Fifty Thousand and 00/100 (PhP50,000.00).***

6. The **DepEd** will hold a Pre-Bid Conference for this Project on **February 23, 2024, 9:00 A.M.** at **Bulwagan ng Karunungan, Ground Floor, Rizal Building, DepEd Complex, Meralco Ave., Pasig City**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat on or before **8:30 A.M. of March 6, 2024** at **Bulwagan ng Karunungan, Ground Floor, Rizal Building, DepEd Complex, Meralco Ave., Pasig City**.

**Late bids shall not be accepted.**

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **March 6, 2024 9:00 A.M. at Bulwagan ng Karunungan, Ground Floor, Rizal Building, DepEd Complex, Meralco Ave., Pasig City**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.



Only **two (2) representatives** per bidder will be allowed to enter inside the venue.

**For the purpose of constituting a quorum**, both the physical and virtual presence of the BAC members shall be considered pursuant to GPPB Resolution No. 09-2020.

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

**GERALDINE M. COMBALICER**

Technical Assistant II

Procurement Management Service - BAC Secretariat Division

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

DepEd Central Office Complex Meralco Avenue, Pasig City

Telephone Nos. 8636-6542 or 8633-9343

Email address: **depedcentral.bacsecretariat@deped.gov.ph**

12. You may visit the following websites:

For downloading of Bidding Documents:

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

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

*Date of Issuance of Bidding Documents: **February 16, 2024***

**(SGD.)**

**LEILA P. AREOLA**

*Director IV and Vice-Chairperson*

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

## 1. Scope of Bid

The Procuring Entity, **Department of Education (DepEd)**, through its **Information and Communications Technology Service – Technology Infrastructure Division (ICTS-TID)** wishes to receive Bids for the **Procurement of Cloud Hosting Subscription for One Year**, with project identification number **2024c-ICTS3(014)-BII-CB-014**.

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

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for **GAA 2024** in the amount of **Philippine Pesos Three Hundred Forty Million, Seven Hundred Eighty-Eight Thousand, Two Hundred Twenty-Four and 00/100 (Php340,788,224.00)**.

2.2. The source of funding is the General Appropriations Act **2024** under **2023 DCP (Continuing Funds)**. Pursuant to **NBC No. 590**, the funds for this project shall be valid for release, obligation, and disbursement until **December 31, 2024**, subject to any subsequent issuance to this effect.

## 3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## 5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially

capable will be evaluated.

- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
  - i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
  - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
  - iii. When the Goods sought to be procured are not available from local suppliers; or
  - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder should have Single Largest Completed Contract (SLCC) **at least one (1)** contract similar to the project to be bid and the value of which, adjusted, if necessary, by the Bidder to current prices using the Philippine Statistics Authority's (PSA's) consumer price index (CPI), must be **at least fifty percent (50%)** of the ABC of the lot bid for.
- 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**

Subcontracting shall **NOT** be 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 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 a period of **seven (7) 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, as 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:

- 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 not be less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid for **120 calendar days** reckoned from the date of the opening of bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

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

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

The Procuring Entity may request additional hard copies of the Bid and/or electronic copies. **Any discrepancy between the hard/paper copies and the copies contained and as presented in the USB Flash Drive, the hard/paper copies will prevail.**

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

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

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

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

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

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

## **18. Domestic Preference**

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

## **19. Detailed Evaluation and Comparison of Bids**

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lot, and evaluation will be undertaken on a per lot basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot separately.

- 19.3. The descriptions of the line item shall be indicated in **Section VII (Technical Specifications)**, although the ABC of the line item is 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 ABC for the line item participated in by the prospective Bidder.

- 19.4. The Project shall be awarded as separate contract per lot.

- 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 ABC for the line item 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 ABC for the line item participated in by the prospective Bidder.

## **20. Post-Qualification**

20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

## **21. Signing of the Contract**

21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.



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

# Bid Data Sheet

ITB Clause																					
5.3	<p>For this purpose, contracts similar to the projects shall be:</p> <p>a. <b>Supply and Delivery of Cloud Hosting Services</b></p> <p>b. completed within <b>seven (7) years</b> immediately prior to the deadline for the submission and receipt of bids.</p>																				
7	<p><b>Subcontract</b></p> <p>Subcontracting shall <b>NOT</b> be allowed.</p>																				
9	<p>Request for clarifications must be in writing and submitted at least ten (10) calendar days before the deadline set for the submission and receipt of bids.</p> <p>The Procuring Entity's address is:</p> <p style="margin-left: 40px;"><b>ASec. Dexter A. Galban</b>  <i>Bids and Awards Committee (BAC) II</i>  <i>c/o Procurement Management Service-BAC Secretariat Division</i>  <i>Rm. M-511, 5th Floor, Mabini Bldg.</i>  <i>DepEd Central Office Complex Meralco Avenue, Pasig City</i>  <i>Telephone Nos. 8636-6542 or 8633-9343</i>  <i>Email address: depedcentral.bacsecretariat@deped.gov.ph</i></p> <p>Consistent with Section 22.5.3 of the revised IRR of RA 9184, posting on the PhilGEPS and the procuring entity's website of any supplemental/ bid bulletin shall be considered sufficient notice to all bidders or parties concerned.</p>																				
11	<p><b>Documents comprising the Bid: Financial Component</b></p> <p>The second bid envelope shall contain the financial documents for the Bid, and the Bid Form and Price Schedule <b>shall be per lot</b> as prescribed in the forms provided herein.</p>																				
12	<p>The price of the Goods shall be quoted (<b>DepEd Central Office</b>) or the applicable International Commercial Terms (INCOTERMS) for this Project.</p> <p>Bid prices should be written in <b>two (2) decimal places only</b>. Bid prices that are written in more than two (2) decimal places shall be rounded off.</p> <p><b>Results of bid evaluation that will exceed the ABC shall be a ground for rejection of the bid(s).</b></p>																				
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts indicated in this bidding documents.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 10%;">Lot No.</th> <th rowspan="2" style="width: 20%;">Description</th> <th colspan="4" style="text-align: center;">Bid Security Form &amp; Amount (if other than Bid Securing Declaration)</th> </tr> <tr> <th style="width: 20%;">Cost Breakdown of the Approved Budget for the Contract (ABC)</th> <th style="width: 20%;">2% of ABC (if bid security is in cash, cashier's/ manager's check, bank draft/</th> <th style="width: 20%;">5% of ABC (if bid security is in Surety Bond)</th> <th style="width: 20%;">Bid Securing Declaration (no percentage</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>					Lot No.	Description	Bid Security Form & Amount (if other than Bid Securing Declaration)				Cost Breakdown of the Approved Budget for the Contract (ABC)	2% of ABC (if bid security is in cash, cashier's/ manager's check, bank draft/	5% of ABC (if bid security is in Surety Bond)	Bid Securing Declaration (no percentage						
Lot No.	Description	Bid Security Form & Amount (if other than Bid Securing Declaration)																			
		Cost Breakdown of the Approved Budget for the Contract (ABC)	2% of ABC (if bid security is in cash, cashier's/ manager's check, bank draft/	5% of ABC (if bid security is in Surety Bond)	Bid Securing Declaration (no percentage																

			guarantee or irrevocable letter of credit)		required)	
	1	Cloud Subscription Credit	340,788,224.00	6,815,764.48	17,039,411.2	-
14.2	<p>Bid securities, other than a Bid Securing Declaration, shall be turned over to the DepEd Cash Division for custody. The Bid Securing Declaration shall be under the custody of the BAC Secretariat.</p> <p>Bid Security shall not contain any deletion, crossing-out, expunction, or any form of correction. Otherwise, DepEd may reject such security if any such intercalation, superimposition, or alteration affects any material information or feature of the document.</p>					
15	<p>Prospective bidders shall enclose their original eligibility and technical documents in a <b>sealed envelope</b> marked as <b>“ORIGINAL – TECHNICAL PROPOSAL.”</b> Copies thereof shall be similarly sealed in envelopes marked as <b>“COPY NO. 1 – TECHNICAL PROPOSAL”</b> and <b>“COPY NO. 2 – TECHNICAL PROPOSAL.”</b> In addition, the USB Flash Drive containing the soft copy of the original eligibility and technical documents shall be marked as <b>“USB Flash Drive.”</b> The said envelopes containing the original and the copies, and the flash drive shall then be enclosed in one single envelope marked as <b>“TECHNICAL PROPOSAL”</b>. On the other hand, the original of their financial documents shall be enclosed in <b>another sealed envelope</b> marked as <b>“ORIGINAL – FINANCIAL PROPOSAL.”</b> Copies thereof shall be similarly sealed in envelopes marked as <b>“COPY NO. 1 – FINANCIAL PROPOSAL”</b> and <b>“COPY NO. 2 – FINANCIAL PROPOSAL.”</b> The USB Flash Drive containing the soft copy of the original financial documents shall be marked as <b>“USB Flash Drive.”</b> The said envelopes containing the original and the copies, and the flash drive shall then be enclosed in one single envelope marked as <b>“FINANCIAL PROPOSAL.”</b> Further, the envelopes marked as <b>“TECHNICAL PROPOSAL”</b> and <b>“FINANCIAL PROPOSAL”</b> shall be enclosed and/or sealed in an outer envelope marked as <b>“MOTHER ENVELOPE.”</b> <i>(See Illustration 1).</i></p> <p><b>Any discrepancy between the hard/paper copies and the copies contained and as presented in the USB Flash Drive, the hard/paper copies will prevail.</b></p> <p>Original copies of the Class “A” Eligibility Legal Documents, such as the SEC, DTI, or the CDA registration certificate and the Mayor’s Permit, may not be submitted on the date and the time of the bid submission. However, the bidder must be able to present such original copies during post-qualification on demand by the BAC or its authorized representative(s) for validation.</p> <p>To facilitate the receipt and classification of bid envelopes, <b>mother envelope shall be RED, the inner envelope containing Technical Proposal shall be Blue, the inner envelope containing Financial Proposal shall be Green, and the Post-Qualification Documents shall be Brown.</b></p> <p>Post-qualification documents may be submitted during the bidding but this does not disqualify bidders who will not submit post-qualification</p>					

documents during bid submission.

**Note: Each Bidder shall submit three (3) paper copies (one (1) original and two (2) copies) of its bid and two (2) USB Flash Drive electronics copies (one Technical Component and one Financial Component). The E-copy of the Price Schedule must be in the form of Excel and PDF.**

**Unsealed or unmarked bid envelopes, shall be rejected.** However, bid envelopes that are not properly sealed and marked as required in the Bidding Documents, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for themisplacement of the contents of the improperly sealed or marked bid, or for its premature opening.

**Online submission of bids is not allowed.**

19.3 The Project shall be awarded by lot, details as follows:

Lot No.	Description	Quantities/ Licenses	Approved Budget for the Contract (ABC) In Php
1 lot	Cloud Subscription Credit	4,400	<b>Php340,788,224.00</b>

19.5

The computation of a prospective bidder’s NFCC must be at least equal to the ABC to be bid, calculated as follows:

*NFCC – [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started*

The values of the domestic bidder’s current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

For purposes of computing the foreign bidders’ NFCC, the value of the current assets and current liabilities shall be based on their Audited Financial Statements prepared in accordance with international financial reporting standards. (23.5.1.4a)

If the prospective bidder submits a committed Line of Credit, it must be at least equal to ten (10%) of the ABC of the item bid for: Provided, that if the same is issued by a foreign Universal or Commercial Bank, it shall be confirmed or authenticated by a local Universal or Commercial Bank.

In any case, the NFCC computation or committed line of credit, as well as the SLCC, must be sufficient for all the item or contracts bid. The NFCC computation shall be in accordance with the prescribed form.

In case of a joint venture, the NFCC shall be computed based on the Audited Financial Statement of the **LOCAL LEAD PARTNER**, unless it is

	<p><u>shown by clear proof that the other partners to the joint venture have infused capital investment to support the operation of the local lead partner to ensure compliance with the obligations under the contracts in this project, in which case the NFCC of the foreign joint venture or the minority partner of the joint venture shall be computed.</u></p> <p>For this purpose, the local lead partner shall be that person/organization/company identified in the Joint Venture Agreement or in the Letters of Intents (for potential JV partners) shown to have the controlling stakes in the JV.</p> <p>For easier reference, participating JVs or prospective JV partners must indicate in their JVAs or Letters of Intent the local lead partner appointed by them.</p>
20.1	<p>Within a non-extendible period of <b>five (5) calendar days</b> from receipt by the bidder of the notice from the BAC that it submitted the LCB, the Bidder shall submit the following requirements:</p> <ul style="list-style-type: none"> <li>a. Latest income and business tax returns: Printed copies of the Electronically filed Income Tax and Business Tax Returns with copies of their respective Payment Confirmation Forms for the immediately preceding calendar/tax year from the authorized agent bank;</li> </ul> <p>Only tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted.</p> <p><i>NOTE: The latest income and business tax returns are those within the last six months preceding the date of bid submission.</i></p> <ul style="list-style-type: none"> <li>b. Other appropriate licenses and permits required by law and stated in the <b>BDS</b>.</li> </ul> <p>During post-qualification, upon demand by the BAC or its representative(s), a bidder with the lowest calculated bid shall be able to present/submit:</p> <ul style="list-style-type: none"> <li>a. Documents to verify or support its Statement of On-going and/ or Statement identifying its Single Largest Completed Contract which may consist of the following: appropriate and clear duly signed contracts, purchase orders, agreements, notices of award, job orders, or notices to proceed, with the corresponding duly signed certificate of completion, delivery receipts, inspection and acceptance reports, certificates of final acceptance or official receipts.</li> <li>b. For validation purposes, original copy Class “A” Eligibility documents.</li> </ul> <p>During post-qualification, compliance of the goods offered with the requirements specified in this bidding document shall be determined, including the following:</p>

- i. **As per Section 34.3, b.ii, item a, of the IRR of R.A. 9184,** verification of availability and commitment, and/or inspection and testing for the required capacities and operating conditions, of equipment units to be owned/leased/under purchase by the bidder for use in the contract under bidding, as well as checking the performance of the bidder in its ongoing government and private contracts, if any of these ongoing contracts shows:
  - a. Negative slip page of at least fifteen percent (15%) in any one project or a negative slippage of at least ten percent (10%) in each of two (2) or more contracts;
- ii. **As per Section 34.3, b.iii, item a to c, of the IRR of R.A. 9184,** verification and/or inspection and testing of the goods/product, aftersales and/or maintenance capabilities, in applicable cases, as well as checking the following:
  - a. Delay in the partial delivery of goods amounting to ten percent (10%) of the contract price in its ongoing government and private contracts;
  - b. If any of these contracts shows the bidder's failure to deliver or perform any or all of the goods or services within the period(s) specified in the contract or within any extension thereof granted by the Procuring Entity pursuant to a request made by the supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price; or
  - c. Unsatisfactory performance of the supplier's obligations as per contract terms and conditions at the time of inspection.

If the BAC verifies any of these deficiencies to be due to the bidder's fault or negligence, the BAC shall disqualify the bidder from the award, for the procurement of goods.

In case of foreign bidders, a Certificate of Authentication from the Department of Foreign Affairs shall be required for each document submitted, i.e. the Class "A" documents or its equivalent that are written in foreign language, translated to English, and duly authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines.

To facilitate post-qualification, the bidder at its option may submit in advance, i.e., on the deadline for submission and receipt of bids, above requirements and other documents required in *Section II. ITB 20.1*.

The envelope shall be placed in a **brown** envelope and marked:

ITB 20.1 Documents

Name of Project: \_\_\_\_\_  
 Bid Opening Date: \_\_\_\_\_  
 Name of Bidder: \_\_\_\_\_

Failure to submit above requirements within the required timeframe or a

	finding against the veracity of any such documents or other documents submitted for the project shall be a ground for disqualification of the bidder for the award and the enforcement of the bid securing declaration.
21.2	<i>[List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.]</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 are 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 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***

## Special Conditions of Contract

GCC Clause	
1	<p>The required services must be rendered by the Service Provider in accordance with the Specification and other requirements indicated in the bidding documents, and/or as may be reasonably deemed necessary to effect the full and timely performance of services. The services shall be rendered at the designated delivery site <b>(DepEd Central Office to be determined by the Information and Communications Technology Service – Technology Infrastructure Division)</b>.</p> <p>For purposes of this Clause, the representative of the Department of Education (DepEd) at the delivery Site shall be the <b>ICTS-TID through DepEd Central Office – Engr. MARVIN M. DELA CRUZ, for the End-User Unit, and Mr. ALBERT ALANO, for the Inspectorate Team</b>.</p> <p>In case the Supplier encounters conditions impeding timely completion of services required, it must promptly notify DepEd in writing within five (5) calendar days from notice of such conditions, and any request for work suspension and/or contract period extension shall be promptly done in writing as soon as circumstances for such requests have become apparent. The Supplier must provide sufficient proof to support any request for work suspension and/or contract period extension.</p>
2.2	<p><b>Schedule of Payment</b></p> <p>One Hundred Percent (100%) of the Contract Price shall be paid to the Service Provider within 60 days after the date of acceptance of the services rendered at the delivery site and upon submission of the following documents:</p> <ol style="list-style-type: none"> <li>i. Actual value of services rendered based on the schedule of delivery and other relevant terms and conditions of the contract; and</li> <li>ii. certification by the Service Provider, as approved by the duly authorized DepEd representative, that the required services have been rendered in accordance with the contract.</li> </ol> <p>(NOTE: The Supplier must furnish copy of the above-mentioned documents to DepEd Accounting and the End-user <b>[Information and Communications Technology Service – Technology Infrastructure Division (ICTS-TID)]</b> and the Contract Management Division of the Procurement Management Service, Central Office).</p>

3	<p><b>Performance Security</b></p> <p>The Performance Security shall be posted in favor of DepEd, and shall be forfeited in the event it is established that the Supplier is in default of any of its obligation under the contract. The Supplier shall be responsible for the extension of its performance security and/or renewal of its performance security whenever necessary and/ without need of prior notice or instruction from DepEd, to ensure that it is in force and effect for the whole duration of the contract delivery period and until a Certificate of Final Acceptance is duly issued.</p> <p>Performance Security shall not contain any deletion, crossing-out, expunction, or any form of correction. Otherwise, DepEd may reject such security if any such intercalation, superimposition, or alteration affects any material information, or feature of the document.</p>
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***Section VI. Schedule of  
Requirements***

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

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

Lot No.	Description	Quantities/ Licenses	Delivery Period
1 lot	Cloud Subscription Credit	4,400	Within seven (7) calendar days from the date of the receipt of the Notice to Proceed (NTP)  For migration (if required) must be done for the whole inventory within two (2) hours and downtime must not be more than an hour (1).

**B. Contract Duration**

Complete delivery shall be made **within seven (7) calendar days** upon receipt of **the Notice to Proceed (NTP) or as may be indicated in the NTP in coordination with DepEd ICTS-TID.**

**C. Delivery Sites**

Goods shall be delivered and inspected at **Information and Communications Technology Service, Department of Education, Bonifacio Building, DepEd Central Office, Meralco Avenue, Pasig City.**

**Statement of Compliance**

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

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Name and Signature of Bidder’s Authorized Representative

***Section VII. Scope of Work and  
Technical Specifications***



# Technical Specifications

<b>I. SCOPE OF WORK</b>			
The current and existing resources are summarized below but may expand during the awarding of project.			
Item No.	Specifications	STATEMENT OF COMPLIANCE (State Comply or Not Comply)	BIDDER'S ACTUAL OFFER
<b>1. Subscription</b>			
	<ul style="list-style-type: none"> <li>Supply and delivery of Cloud Hosting Subscription for a period of 1 year</li> </ul>		
<b>2. Cloud Hosting and Services</b>			
	<ul style="list-style-type: none"> <li>A total of 6,123 different resources are existing and hosted in the cloud and targeted as possible for migration.</li> <li>The Migration (if required) should be done using native solution that can migrate the workload ecosystems within a two-hour window and less than an hour downtime for all workloads.</li> <li>Migration (if required) shall not incur any additional cost to DepEd.</li> <li>There may be some contingencies where commensurate resources on the Target Cloud Provider may be necessarily different, or less/more resources are required. It is up to the Provider to ensure proportionate Target Cloud resources are available to ensure similar or better performance.</li> </ul>		
<b>3. 810 Storage Devices (disks)</b>			
	<ul style="list-style-type: none"> <li>134 Terabytes of data is attached to workloads and actively used by the workloads. This equates to 443 different disks of different sizes and performance requirements.</li> <li>85 Terabytes of data is kept in reserved status which are normally connected to different types of workloads, predominantly used for user acceptance or other testing, or non-critical workloads. This equates to 236 discrete disks of different sizes and requirements.</li> <li>47 Terabytes of data is not attached to workloads and used for offline or other storage. This equates to 141 different disks of different sizes labelled as archival storage.</li> <li>Migration (if required) of any storage to be commensurately migrated and managed.</li> </ul>		
<b>4. 415 Virtual Machines are hosted as compute instances</b>			
	<ul style="list-style-type: none"> <li>327 Linux workloads of different versions, predominantly Canonical Ubuntu or RedHat.</li> </ul>		

**I. SCOPE OF WORK**

The current and existing resources are summarized below but may expand during the awarding of project.

Item No.	Specifications	STATEMENT OF COMPLIANCE (State Comply or Not Comply)	BIDDER'S ACTUAL OFFER
	<ul style="list-style-type: none"> <li>88 Windows workloads consisting of Windows 10/11 Professional or Enterprise, Windows Server Datacenter ranging from 2012 to 2022. It should be noted that a lot of the Windows 10 installations are Windows 10 Enterprise for Virtual Desktops therefore configured as Virtual Desktop implementation and licenses should be commensurately calculated.</li> </ul>		
<b>5. Scalable Workloads</b>			
	<ul style="list-style-type: none"> <li>Some of the workloads have been configured with auto-scale capability. A total of 39 workloads are configured as scalable, and 25 are auto-scale and 14 are configured for manual scalability as and when Performance or other requirements arise. This environment caters to the LMS that has been optimized as needed via PHP functions.</li> </ul>		
<b>6. Log Workspaces</b>			
	<ul style="list-style-type: none"> <li>There are multiple workspaces created on the Cloud platform. These are predominantly used for monitoring the performance the compute resources. These are also being used to collect log data, metrics and provide notification alerts.</li> </ul>		
<b>7. 133 Unique Virtual Networks with a total 364 Virtual Networks across multiple locations/availability domains</b>			
	<ul style="list-style-type: none"> <li>There are multiple <b>Virtual Networks</b> used for different types of accesses and different ecosystems; there are no overlapping network subnets.</li> <li>19 <b>Route Tables</b> are configured, most of them are similarly configured; consisting of 240 with local routing and breakouts to the Internet and 8 Tables used exclusively for local routing.</li> <li>There are 3 different locations where workloads are running on the current Cloud Platform, namely <b>southeastasia, eastasia, westus</b>. Similar or better performing Availability Domains/Locations must be configured to provide similar redundancies as required.</li> <li>334 <b>Network Security Group</b> configurations are present; most of them are similar for most workloads and source IP locked/filtered.</li> <li>167 Ingress Points have been configured for <b>DDOS protection</b>. The Target Cloud Provider must have</li> </ul>		

<b>I. SCOPE OF WORK</b>			
The current and existing resources are summarized below but may expand during the awarding of project.			
<b>Item No.</b>	<b>Specifications</b>	<b>STATEMENT OF COMPLIANCE (State Comply or Not Comply)</b>	<b>BIDDER'S ACTUAL OFFER</b>
	<p>similar or better capabilities configured to meet with security requirements.</p> <ul style="list-style-type: none"> <li>• 20 <b>Bastion Hosts</b> have been configured; these are directly exposed using a Public IP and provide bastion services. These will provide secure ingress to different workloads inside. Similar bastion services must be part of the capability.</li> <li>• There are 5 <b>Load Balancers</b> that are deployed that connect to inside application servers predominantly for student application services.</li> <li>• <b>Network Peering:</b> There are 22 different networks within the Cloud Platform that are peered across Cloud Virtual Networks.</li> </ul>		
<b>8. Private &amp; Public DNS Services</b>			
	<ul style="list-style-type: none"> <li>• There are a total of 14 <b>Private DNS Services</b> with a total of 36 DNS records for use within the Cloud Ecosystem.</li> <li>• There are a total of 3 <b>Public DNS services</b> with a total of 571 records; one such DNS service that is publicly available, hosts many of the DNS entries and used by Deped stakeholders.</li> </ul>		
<b>9. Database &amp; Application Services</b>			
	<ul style="list-style-type: none"> <li>• There are multiple types of applications that are currently hosted on the Cloud that depend on different Database Services for operation. These Databases are a mixture of SQL Server workloads, MySQL workloads and SQL Server Managed Instances as part of the Cloud Platform.</li> <li>• <b>SQL Managed Instances:</b> There are 11 Managed Instances that host 25 Databases. Equivalent services must be provided as part of this Migration (if required). These may be consolidated into the SQL workloads on the target platform if necessary, as long as performance, manageability, security and costs are commensurately equivalent.</li> <li>• <b>SQL Server Workloads:</b> There are a total of 61 SQL Server instances hosting 125 SQL Databases. This is predominantly version 12 (SQL 2014) with some on SQL 2012, 2019 and 2022; few with different patch versions. These should be migrated across to the Target Platform with similar compatibility and performance.</li> </ul>		

<b>I. SCOPE OF WORK</b>			
The current and existing resources are summarized below but may expand during the awarding of project.			
<b>Item No.</b>	<b>Specifications</b>	<b>STATEMENT OF COMPLIANCE (State Comply or Not Comply)</b>	<b>BIDDER'S ACTUAL OFFER</b>
	<ul style="list-style-type: none"> <li>• <b>MySQL Database Instances:</b> There are 108 total MySQL Instances, mostly running on Linux Workloads, some with replication services installed. MySQL Database Version 5.6, 5.7 and Version 8.0 are implemented.</li> <li>• <b>PostgreSQL Database Instances:</b> There is a single instance of PostgreSQL Version 10 which runs for a Cloud Workload.</li> </ul>		
<b>10. Application Services</b>			
	<ul style="list-style-type: none"> <li>• There are 73 Cloud Application service plans of which 34 services are Linux hosted, and 39 are hosted on Windows. There is a total of 187 web applications, some of which may share the same application server, consolidating to 82 Application Services.</li> </ul>		
<b>11. Web Application Firewall Services</b>			
	<ul style="list-style-type: none"> <li>• There are 50 publicly available services that are protected by Web Application Firewall services.</li> </ul>		
<b>12. Redis-Cache Services</b>			
	<ul style="list-style-type: none"> <li>• There are 12 instances of the in-memory Redis Caching services of which 6 are using the Cloud premium plan and 6 are using the Cloud standard plan. If migration is required, a commensurate solution should be provided.</li> </ul>		
<b>13. Cloud Virtual Desktop</b>			
	<ul style="list-style-type: none"> <li>• Cloud Virtual Desktop services is the VDI platform; a total of seventeen (17) Host pools with thirty-four (34) virtual machines to cater to VDI, this serves as the environment for the eNGAS system. This VDI is a multisession environment allowing for the user session to be retained as the moved from VM-to-VM.</li> </ul>		
<b>14. High Availability and Redundancy opportunity</b>			
	<ul style="list-style-type: none"> <li>• Database Replicas are available on MySQL, and these have to be migrated across with the same or better configuration if needed. Whenever applicable MySQL should be upgraded to business continuity flexible server configuration utilizing Zone Redundant High Availability option for complete isolation and redundancy of infrastructure across multiple availability zones.</li> <li>• SQL Server geo-replication for applicable SQL Server deployments should be enabled for continuously synchronized readable secondary database for the primary database.</li> </ul>		

**I. SCOPE OF WORK**

The current and existing resources are summarized below but may expand during the awarding of project.

Item No.	Specifications	STATEMENT OF COMPLIANCE (State Comply or Not Comply)	BIDDER'S ACTUAL OFFER
	<ul style="list-style-type: none"> <li>• DepEd is running backup using the native cloud solution of the CSP including a Disaster recovery solution to replicate the workloads across different cloud region/availability zones.</li> </ul>		

**15. Managed Services**

	<ul style="list-style-type: none"> <li>• Cloud Cost Optimization Advice</li> <li>• Internal Cloud Network Security and Recommendations</li> <li>• Security and Performance Patch identification, planning and assistance with deployment.</li> <li>• Scalability: auto-scale and manual-scaling based on performance analysis.</li> <li>• Work with Application providers to assist in the provisioning and deployment of solutions.</li> <li>• Use Cloud Security Providers to ensure Cloud Security, against DDOS, provide Next Generation Security Hardening.</li> <li>• Work with application providers to ensure smooth delivery of services; assist with the tuning of services, network services, scaling of Database resources and Application resources as and when required to ensure reliable performance along with resilience.</li> <li>• Ensure a secure Cloud Environment under the Linux, Microsoft Windows, MySQL and SQL Server Environment using native services.</li> <li>• To assist with database tuning and maintenance.</li> <li>• Proactive Monitoring of the Infrastructure with automated escalation in case of any availability related failures.</li> <li>• Configuration Management</li> <li>• Change Management as required.</li> <li>• Cost optimization analysis and recommendation</li> <li>• Performance optimization analysis and recommendation</li> <li>• Storage Provisioning, Monitoring and Administration</li> <li>• Security Threat Management Administration, recommendation, and Consulting</li> <li>• Reconfiguration and monitoring of Load Balancers</li> <li>• Cloud Virtual Network configuration, updates, and management</li> <li>• ITIL Service Management Framework</li> </ul>		
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**I. SCOPE OF WORK**

The current and existing resources are summarized below but may expand during the awarding of project.

Item No.	Specifications	STATEMENT OF COMPLIANCE (State Comply or Not Comply)	BIDDER'S ACTUAL OFFER
	<ul style="list-style-type: none"> <li>• Security Incident and Event Management (SIEM)</li> <li>• Network &amp; Server Infrastructure Monitoring</li> <li>• Patch Management, Vulnerability Scanning using Cloud Services</li> <li>• Antivirus monitoring and Threat Management using Cloud Services.</li> <li>• WAN SSL Management Monitoring and Assistance as and when required.</li> <li>• Backup Monitoring and Reporting.</li> <li>• Inter-Availability Domain Replication if necessary / Data Transfer monitoring and configuration.</li> <li>• Firewall Configuration</li> <li>• On Premise Network Configuration assistance</li> <li>• WAN Optimization</li> <li>• Virtual Desktop Infrastructure</li> <li>• Microsoft Active Directory Configuration</li> </ul>		

**II. Summary of Cloud Hosting workloads and services**

The current and existing resource but may expand during the awarding of project

Item No.	Name	Quantity	STATEMENT OF COMPLIANCE (State Comply or Not Comply)	BIDDER'S ACTUAL OFFER
1	Disks	810		
2	Public IPs	431		
3	Virtual Machines	415		
4	Network Security Group	334		
5	Storage Accounts	235		
6	SQL DBs	125		
7	Virtual Cloud Networks	133		
8	MySQL Database	108		
9	Web App Services	84		
10	Web App Service Plan	73		
11	SQL Servers	61		

## II. Summary of Cloud Hosting workloads and services

The current and existing resource but may expand during the awarding of project

Item No.	Name	Quantity	STATEMENT OF COMPLIANCE (State Comply or Not Comply)	BIDDER'S ACTUAL OFFER
12	App Gateway	50		
13	Key Vaults	49		
14	Recovery Vaults	44		
15	VM Scaling	39		
16	Log and Perf Workspace	37		
17	Bastion Hosts	20		
18	Network Peering	18		
19	Private DNS	14		
20	Redis Cache	12		
21	Route Tables	19		
22	SQL DBs	125		
23	PaaS SQL Servers	61		
24	Load Balancers	5		
25	Public DNS	3		
26	Event Hubs	2		
27	VPN Gateways	2		
28	Runbooks	2		
29	Virtual Desktop Host Pool	17		
30	Availability Set	2		
31	PostgreSQL	1		
32	Registries	1		
33	CDN	1		
34	SQL VMs	1		

<b>III. SUBSCRIPTION</b>			
<b>Item No.</b>	<b>Specifications</b>	<b>STATEMENT OF COMPLIANCE (State Comply or Not Comply)</b>	<b>BIDDER'S ACTUAL OFFER</b>
<b>1</b>	One (1) year subscription <b>upon delivery and acceptance.</b>		
<b>2</b>	Cloud Hosting Provider shall accept prepayment at any time during the contract term, regardless of frequency and value.		
<b>3</b>	Guaranteed to receive prices at or below prices in effect on the effective date of when the Cloud Hosting is Contracted. For services introduced after the initial purchase, Cloud Hosting Provider shall set the price based on the prevailing price when the service is first included into the contract during the contract term.		
<b>4</b>	Cloud Hosting Provider must allow the conversion or re-use of Windows & SQL Server licenses when there is active Software Assurance that is available.		

<b>IV. GENERAL REQUIREMENTS</b>			
<b>Item No.</b>	<b>Specifications</b>	<b>STATEMENT OF COMPLIANCE (State Comply or Not Comply)</b>	<b>BIDDER'S ACTUAL OFFER</b>
<b>1</b>	The prospective bidder must be an authorized distributor of the cloud computing platform, as attested through a signed manufacturer's certification.		
<b>2</b>	The prospective service provider must have at least five (5) Cloud Certified: Administrator Associate; and three (3) Cloud Solutions Architect Expert/Professional. They can either be in country or region as long as they can comply with the requirements		
<b>3</b>	The prospective bidder must provide knowledge transfer		
<b>4</b>	The prospective bidder must have implementation and deployment experience in a public cloud environment		
<b>5</b>	The prospective bidder must have contracting experience with the Government for at least 10 years.		
<b>6</b>	The cloud hosting provider must have an experience and expertise in Infrastructure, Security, Management and Data Management with Artificial Intelligence and Machine Learning.		
<b>7</b>	DepEd must have global administrator role and provisioning capabilities.		



<b>V. TECHNICAL REQUIREMENTS</b>			
<b>Item No.</b>	<b>Specifications</b>	<b>STATEMENT OF COMPLIANCE (State Comply or Not Comply)</b>	<b>BIDDER'S ACTUAL OFFER</b>
<b>8</b>	The online subscription to the cloud-computing platform shall be made available 24/7 to the authorized users of DEPED throughout the entire duration of the subscription.		
<b>9</b>	The cloud hosting provider must support MS SQL, and other database variants such as open-source community versions of My SQL and Postgresql to name a few depending on the applications' needs and technologies, as well as varying developer skillsets		
<b>10</b>	The cloud hosting provider must be compliant with the international and industry-specific standards		
<b>11</b>	The cloud-hosting provider must provide convenient access to services, allowing users to interact with the cloud resources from different devices easily.		
<b>12</b>	The cloud hosting provider must support various forms of storage with different capabilities such as data recovery, disk replication, security, backup, and protection.		
<b>13</b>	The cloud hosting provider must support data migration		
<b>14</b>	The cloud hosting provider must support data durability – the ability to keep the stored data consistent, intact without the influence of failures or any form of corruption		
<b>15</b>	The cloud hosting provider security must provide access to SIEM, wide array of configurable options and the ability to monitor, control, customize and increase security to meet DEPED's system deployments through native cloud service features and/or partner solutions.		
<b>16</b>	The cloud hosting provider must support resource scalability – the ability for a resource (e.g., virtual machine) to scale vertically and/or horizontally		
<b>17</b>	The cloud hosting provider must support for Platform as a Service such as Cloud Application Services that will provide a platform allowing DEPED to develop, run and manage applications without the complexity of building and maintaining the infrastructure		
<b>18</b>	The cloud hosting provider must provide a native virtual desktop environment that support both personal and multiseession which allows to retain user session via user profiles		

<b>V. TECHNICAL REQUIREMENTS</b>			
<b>Item No.</b>	<b>Specifications</b>	<b>STATEMENT OF COMPLIANCE (State Comply or Not Comply)</b>	<b>BIDDER'S ACTUAL OFFER</b>
19	The cloud hosting provider must have a financially backed service level agreement (SLA) that guarantees monthly availability		
20	The cloud hosting provider must support for measurement of service to automatically control and optimize use by leveraging a metering capability		
21	The cloud hosting provider must integrate into the existing Azure Active Directory Tenant used for the existing O365 Environment		
22	The cloud hosting provider must be able to allow for the usage of new Cloud functionalities/features that will be rolled out for future road maps/enhancements.		
23	The cloud hosting provider must have a facility to rapidly adjust usage of resources to match changing technical requirements		
24	The cloud hosting provider must have a gallery of predefined operating system and server software images for the rapid creation of operational Virtual Machines		
25	The cloud hosting provider must support the creation of virtual machines using a browser-based GUI		
26	The cloud hosting provider must have a built-in facility to manage resources using templates for single click deployments of complex applications		
27	The cloud hosting provider must have the ability to orchestrate deployment using scripts and automation, aka Infrastructure as a Code (IaaS) by provisioning resources and other artifacts including role assignments, policy assignments and resource groups and resource manager		
28	The cloud hosting provider must have built in support for virtual networking and load balancing		
29	The cloud hosting provider must have rapid elasticity capabilities to provision and release resources, and in some cases, to automatically scale rapidly outward and inward to commensurate with the demand		
30	The cloud hosting provider must support Cloud Virtual Network to secure network traffic		
31	The cloud hosting provider must have a service that allows for a private dedicated connection to secure traffic		
32	The cloud hosting provider must have built in facility for high availability		

<b>V. TECHNICAL REQUIREMENTS</b>			
<b>Item No.</b>	<b>Specifications</b>	<b>STATEMENT OF COMPLIANCE (State Comply or Not Comply)</b>	<b>BIDDER'S ACTUAL OFFER</b>
<b>33</b>	The cloud hosting provider must support the rapid deployment and scaling of websites and web applications in minutes with availability for deployment slots for staging environments		
<b>34</b>	The cloud hosting provider must have the ability to store in central repository and use several types of secret/cryptographic keys data. (e.g. user credentials, certificates)		
<b>35</b>	The cloud hosting provider must provide preferential discounts for Virtual Machine services for securing longer term consumption and Bring Your Own License (BYOL) w/ Software Assurance		
<b>36</b>	The cloud hosting provider must provide an additional 3-year extended security updates for Windows Server 2012 and SQL Server 2012 workloads moving to cloud without additional cost to Deped		
<b>37</b>	The cloud hosting provider resource usage can be monitored, controlled, and reported, providing transparency for both the provider and consumer of the utilized service		
<b>38</b>	The cloud hosting provider must be certified on international and industry-specific compliance standards, including: <ul style="list-style-type: none"> <li>• ISO 9001:2015</li> <li>• ISO 22301:2019</li> <li>• ISO 27001:2013</li> <li>• ISO/IEC 27017:2015</li> <li>• ISO/IEC 27018:2019</li> <li>• ISO 27701:2019</li> <li>• ISO 27018</li> <li>• SOC 1 Type 2 and SOC 2 Type 2</li> </ul> And the prospective bidder must be certified on international and industry standard specific compliance standards, <ul style="list-style-type: none"> <li>• ISO 27001:2013</li> <li>• ISO 27701:2019</li> </ul>		
<b>39</b>	The cloud hosting provider must comply to the security, privacy, compliance, and risk management requirements defined by the Cloud Security Alliance (CSA) in Cloud Controls Matrix (CCM) version 1.2		
<b>40</b>	The cloud hosting provider must comply with Payment Card Industry (PCI) Data Security Standards (DSS) Level 1 version 3.0 and PCI 3DS		

<b>V. TECHNICAL REQUIREMENTS</b>			
<b>Item No.</b>	<b>Specifications</b>	<b>STATEMENT OF COMPLIANCE (State Comply or Not Comply)</b>	<b>BIDDER'S ACTUAL OFFER</b>
<b>41</b>	The cloud hosting provider should meet international security standards and should abide by all relevant Philippine laws and industry standards		
<b>42</b>	The cloud hosting provider must continually compare the configuration of resources with requirements in industry standards, regulations, and benchmarks where applicable		
<b>Security</b>			
<b>1</b>	<p>The cloud hosting provider must provide Cloud Security Posture Management (CSPM) and Cloud Workload Protection Platform (CWPP) solutions.</p> <ul style="list-style-type: none"> <li>• The solution must also be able protect the cloud-native resources including a secure score to assess current security posture.</li> <li>• The solution must automatically run continuous scans to analyze the security state of the cloud resources.</li> <li>• The solution must provide a secure score, detection of security misconfigurations in your cloud machines, storage, DB, Web Services, asset inventory, and more.</li> <li>• The solution must provide advanced security analytics, both signature-based approaches including leveraging big data and machine learning technologies evaluate events across the entire cloud fabric.</li> <li>• The solution must be able to support your hybrid cloud posture including other hyperscalers and track compliance with the built-in policies.</li> <li>• The solution must be able to identify out-of-compliance configurations based on industry standards or benchmarks (e.g., ISMS, CIS, NIST).</li> <li>• The solution must be able to provide the ability to create governance, risk, and compliance policies based on custom criteria and execute actions via trigger buttons.</li> </ul>		

**V. TECHNICAL REQUIREMENTS**

<b>Item No.</b>	<b>Specifications</b>	<b>STATEMENT OF COMPLIANCE</b> (State Comply or Not Comply)	<b>BIDDER'S ACTUAL OFFER</b>
	<ul style="list-style-type: none"> <li>• The solution must be able to centrally define security baselines while enabling authorized users to monitor and fix security violations in their environments through role-based access controls.</li> <li>• The solution must be able to rank violations and threats according to severity either as out-of-the-box or customizable.</li> <li>• The solution must be able to look for known bad actors by leveraging the global threat intelligence services of the cloud provider.</li> <li>• The solution should have agentless scanning for VMs, provide frictionless, wide, and instant visibility on actionable posture issues without installed agents, network connectivity requirements, or machine performance impact.</li> <li>• The solution should provide contextual security capabilities assists security teams in the reduction of the risk of impactful breaches and context to perform a risk assessment of your security issues.</li> <li>• The solution must provide protection to the VM Level and provide the following:               <ul style="list-style-type: none"> <li>○ Web threat protection</li> <li>○ Web content filtering</li> <li>○ Vulnerability assessment</li> <li>○ Adaptive application control</li> <li>○ File Integrity Monitoring</li> </ul> </li> <li>• The solution must be able to identify relations between cloud objects and services and provide visualizations for showing the risks associated with the interconnected objects</li> </ul>		
<b>2</b>	The cloud hosting provider solution should automatically remediate misconfigurations based on predefined actions, custom scripts, or user inputs		
<b>3</b>	The cloud hosting provider must provide platform for Security Incident and Event Management (SIEM) including Security Orchestration, Automation, and Response (SOAR) and to automate any recurring and predictable enrichment, response, and remediation tasks including audit collection of O365 service		

<b>V. TECHNICAL REQUIREMENTS</b>			
<b>Item No.</b>	<b>Specifications</b>	<b>STATEMENT OF COMPLIANCE (State Comply or Not Comply)</b>	<b>BIDDER'S ACTUAL OFFER</b>
<b>Data &amp; AI</b>			
<b>1</b>	The cloud hosting provider must offer comprehensive solution for data and analytics in the cloud that supports various data stores, such as transactional, big data, Artificial Intelligence (AI), and Machine Learning (ML)		
<b>2</b>	The cloud hosting provider must offer cloud-based Data and AI Platform solution that will help DEPED gain insights on existing DEPED data including but not limited to data analysis, reports/visualization needs, predictive, and prescriptive requirements. The platform is capable to securely integrate with various tools and frameworks to facilitate data processing and analytics.		
<b>3</b>	<p>The Data and AI Platform solution can prioritize queries based on user preferences.</p> <ul style="list-style-type: none"> <li>• Solution integrates with an Integration runtime service that is capable for enabling data ingestion and preparation of DepEd's data estate.</li> <li>• Solution integrates with an external data science and machine learning lake house platform service and chargeable to the subscription, as a first party service</li> <li>• Solution integrates with DepEd's PowerBI data visualization and reporting tools of their existing productivity suite for dashboarding &amp; reporting.</li> <li>• Solution integrates with SQL Analysis Services (multi-dimensional).</li> <li>• Solution integrates with notebook solution that is capable to support 40 programming languages including but not limited to, Python, Scala Julia, and R.</li> <li>• Solution integrates natively with DepEd's Azure Active Directory.</li> <li>• Solution offers integration via ODBC and JDBC.</li> <li>• Solution integrated with Open-Source Technologies (Spark).</li> <li>• Solution can federate queries over external data sources.</li> </ul>		
<b>4</b>	The cloud hosting provider is able to provide SQL PaaS database engine technologies being always up to date in the cloud with automatic patching capabilities.		

**V. TECHNICAL REQUIREMENTS**

Item No.	Specifications	STATEMENT OF COMPLIANCE (State Comply or Not Comply)	BIDDER'S ACTUAL OFFER
5	<p>The cloud hosting provider AI services and cognitive APIs as Platform as a Service (PaaS)</p> <ul style="list-style-type: none"> <li>○ The solution must provide pre-built models for decision, language, speech, vision, forms recognition, search and metrics advisor. <i>* The pre-built models are generative AI and large language models that can perform the tasks mentioned</i> <ul style="list-style-type: none"> <li>• Must support REST API</li> <li>• Must have container support.</li> <li>• Must have SDK for programming languages (e.g. .NET, Node.js, Python, Java, Go)</li> </ul> </li> <li>○ The solution must provide Generative Pre-trained Transformers (GPT) large language models (LLM) <ul style="list-style-type: none"> <li>• Transformer models must support Azure Role Based Access Controls (RBAC)</li> <li>• Transformer models must deliver natural language understanding and generation and are fine-tuned to be capable of function calls based on the context of prompts.</li> <li>• Transformer models must deliver image generation from natural language descriptions, and support code understanding and generation.</li> <li>• Transformer models must support embeddings for similarity, text search, and code search functionalities.</li> </ul> </li> <li>○ The solution must have layered security model and : <ul style="list-style-type: none"> <li>• Must be able to limit access to specific subset of networks allowing requests originating from specified private IP addresses, private IP ranges or from list of private subnets.</li> <li>• Must support authorization through Azure Active Directory (AAD) or equivalent Identity and Access Management (IAM) provider.</li> <li>• Must support custom subdomain names for endpoint.</li> <li>• Must support encryption with Customer Managed Keys</li> </ul> </li> </ul>		



<b>V. TECHNICAL REQUIREMENTS</b>			
<b>Item No.</b>	<b>Specifications</b>	<b>STATEMENT OF COMPLIANCE (State Comply or Not Comply)</b>	<b>BIDDER'S ACTUAL OFFER</b>
6	DEPED user prompts or embeddings will not be used to improve the Cloud Service Provider or other 3rd party products or services		
7	DEPED data from any fine-tuning is not used by the Cloud Service Provider to train Large Language Models		
8	Cloud hosting provider should include risk mitigation or content filtering that detects and prevents the output of harmful content such as self-harm, hate, sexual or violence		
9	Cloud hosting provider upholds responsible AI principles in their company and practices governance, rules, training, and tools to operationalize those principles [quite ambiguous but leave it up to you to re-phrase or re-word or include		
<b>Data Security</b>			
1	<ul style="list-style-type: none"> <li>• Must encrypt data in transit with TLS 1.2 or better</li> <li>• Must encrypt data at rest</li> <li>• Must can encrypt data with service-managed keys</li> <li>• Must allows users to bring their own key for encryption.</li> <li>• Must support object-level security (tables, views, etc.)</li> <li>• Must support native row-level security</li> <li>• Must support native column-level security</li> <li>• Must support native integrated identity service (eg. AAD)</li> <li>• Must support native SQL authentication.</li> <li>• Must support muti-factor authentication.</li> <li>• Must integrate with a cloud VNET</li> <li>• Must have native SQL threat detection</li> <li>• Must have native auditing capability</li> <li>• Must support data discovery and classification</li> <li>• Must support dynamic data masking</li> <li>• Must natively connect to on-prem environments</li> </ul>		
<b>DevOps</b>			
1	The cloud service provider shall provide a generative AI-powered code completion system that uses machine learning and natural language processing to analyze the context and intent of the code being written and suggests relevant code snippets in real-		



<b>V. TECHNICAL REQUIREMENTS</b>			
<b>Item No.</b>	<b>Specifications</b>	<b>STATEMENT OF COMPLIANCE (State Comply or Not Comply)</b>	<b>BIDDER'S ACTUAL OFFER</b>
	<p>time.</p> <ul style="list-style-type: none"> <li>• The AI plugin must turn natural language prompts into code in real-time.</li> <li>• The AI plugin offers multi-line function suggestions.</li> <li>• The AI plugin can generate unit tests from code.</li> <li>• The AI plugin filters out common vulnerable coding patterns.</li> <li>• The AI plugin blocks suggestions matching public code.</li> </ul>		
<b>Other Requirements</b>			
<b>1</b>	<p>The prospective bidder should provide the following documents to DepED:</p> <ul style="list-style-type: none"> <li>• Architecture Documents</li> <li>• Implementation and Configuration Documents</li> <li>• Handover/Knowledge Transfer Documents</li> <li>• Operations Monitoring Documents</li> <li>• Backup and Restore Documents</li> <li>• Inventory/Resource List of Resources and Services</li> <li>• Cost Analysis Reports</li> </ul>		
<b>2</b>	<p>The prospective bidder should provide face to face hands-on technical training of at least 10 days for Basic Cloud Certification and other necessary trainings, with complete and effective knowledge transfer to 15 DepED-ICTS personnel, training design to be approved by end-user</p>		
<b>3</b>	<p>The cloud hosting provider shall perform the migration at no added cost to DepEd if and when needed</p>		

<b>VI. TECHNICAL SUPPORT</b>			
<b>Item No.</b>	<b>Specifications</b>	<b>STATEMENT OF COMPLIANCE (State Comply or Not Comply)</b>	<b>BIDDER'S ACTUAL OFFER</b>
<b>1</b>	<p>As needed, 24x7, prioritized, break-fix support from enterprise-trained engineers across the native and 1st party public cloud provider services. 1-hour expected</p>		

<b>VI. TECHNICAL SUPPORT</b>			
<b>Item No.</b>	<b>Specifications</b>	<b>STATEMENT OF COMPLIANCE (State Comply or Not Comply)</b>	<b>BIDDER'S ACTUAL OFFER</b>
	response time for critical incidents. 4-hour expected response time for standard incidents.		
<b>2</b>	Support services for first party cloud solutions is non-decremental to the problem resolution hours.		
<b>3</b>	As needed Advisory phone support		
<b>4</b>	On-Demand Assessments for first party cloud solutions to remediate issues and risks.		
<b>5</b>	Proactive support services including operations consulting, educational workshops and assessments.		
<b>6</b>	Centralized support portal to manage incidents, requests, recommendations, and product updates		
<b>7</b>	On-demand and self-paced learning portals for first party cloud technologies.		
<b>8</b>	<p>A designated Customer Success Account Manager, personalized service in the planning and handling of both proactive and resolution services. Regular checkpoints to drive initiatives, getting the support and Service Delivery Planning to accelerate outcomes.</p> <ul style="list-style-type: none"> <li>• Provide Operations Transformation Readiness Assessments. These assessments should be focused on ICTS current state, performing a gap analysis against the recommended practices as applied to the cloud environment, and providing prioritized, actionable recommendations for closing the gaps as well as an implementation roadmap.</li> <li>• Provide Operational Assessment Framework, Engagement Approach, Discovery, Report, and Executive Presentation.</li> <li>• Assist, provide guidance, and recommendations to DEPED's Cloud Framework</li> </ul>		

**STATEMENT OF COMPLIANCE**

I hereby commit to provide the above specified requirements in compliance with the Technical Specifications for the Project: **Procurement of Cloud Hosting Subscription for One Year.**

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

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

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### ***Class “A” Documents***

#### Legal Documents

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

#### Technical Documents

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

#### Financial Documents

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

### ***Class “B” Documents***

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

## 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).

See **Annex "B"** for the Price Schedule Form.

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.

**LIST OF ALL ONGOING GOVERNMENT & PRIVATE CONTRACTS INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED**

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

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

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

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

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

Printed Name and Signature of Authorized Representative

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

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

**STATEMENT IDENTIFYING THE SINGLE LARGEST COMPLETED CONTRACT**

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

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

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

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

- 1) End-User's Acceptance; 2) Contract; and 3) Official Receipts or Sales Invoice

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

(Printed Name and Signature)

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

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

## Joint Venture Agreement Form

\_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS:

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

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

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

NAME OF PROJECT	CONTRACT AMOUNT

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

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

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

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

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



\_\_\_\_\_

SIGNED IN THE PRESENCE OF:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

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

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

BEFORE ME, a Notary Public in and for Pasig City, Metro Manila, Philippines, this \_\_\_\_\_ day of \_\_\_\_\_, 201\_ personally appeared:

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

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

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

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

NOTARY PUBLIC  
Until December 31, 20\_\_

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

**NET FINANCIAL CONTRACTING CAPACITY (NFCC) FORM**

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

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

B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = K (current asset – current liabilities) minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started

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

K = 15 regardless of contract duration

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

Submitted by:

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

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

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



**PROJECT:** Procurement of Cloud Hosting Subscription for One Year

**CONTRACT NO.:**

**CONTRACT**

**THIS CONTRACT** made and entered into this \_\_\_\_ day of \_\_\_\_\_ by and between **DEPARTMENT OF EDUCATION**, located at DepEd Complex, Meralco Avenue, Pasig City, Philippines, represented herein by its \_\_\_\_\_, \_\_\_\_\_, as per Department Order No. 23, s. 2021 (hereinafter referred to as “**DEPED**”); and \_\_\_\_\_ represented herein by its \_\_\_\_\_, \_\_\_\_\_, with office address at \_\_\_\_\_, Philippines (hereinafter referred to as “\_\_\_\_\_”), as per Secretary’s Certificate dated \_\_\_\_\_ (hereto attached as Annex “A”).

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

**WHEREAS, DEPED** invited bids for the **Procurement of Cloud-based Productivity Suite for one year** with contract duration of **thirty (30) calendar days**, consisting of **three (3) lots**, and received bids from \_\_\_\_ (\_\_) bidders for Lot No. \_\_; **DEPED** opened, read, and evaluated the bids of the \_\_\_\_ (\_\_) bidders and declared \_\_\_\_\_ as having the lowest calculated bid for Lot No. \_\_; after evaluation, **DEPED** post-qualified and declared the bid of \_\_\_\_\_ as the lowest calculated responsive bid for Lot No. \_\_ in the sum of **PHILIPPINE PESOS \_\_\_\_\_ MILLION, \_\_\_\_\_ THOUSAND, \_\_\_\_\_ and 00/100 (PhP \_\_\_\_\_) ONLY**, (hereinafter called the “Contract Price”) detailed as follows:

Lot No.	Description	Quantity	Approved Budget for the Contract (ABC) In Php

**NOW THIS CONTRACT WITNESSETH AS FOLLOWS:**

- In this Contract, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to;
- The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as part of this Agreement, viz:

- i. Philippine Bidding Documents (PBD);
    - a. Invitation to Bid;
    - b. Instruction to Bidders;
    - c. Bid Data Sheet;
    - d. Technical Specifications;
    - e. General and Special Conditions of the Contract;
    - f. Schedule of Requirements; and
    - g. Bid Bulletin No. 1 dated \_\_\_\_\_.
  - ii. \_\_\_\_\_'s bid, including the Eligibility Requirements, Technical and Financial Proposals, and all other documents or statements submitted;
  - iii. Performance Security;
  - iv. Notice of Award of Contract and \_\_\_\_\_'s conforme thereto; and
  - v. Other contract documents required by existing laws and/or **DEPED** in the PBD. \_\_\_\_\_ agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Order, and Warranty Security, shall form part of the Contract.
3. \_\_\_\_\_ shall post a Performance Security within ten (10) calendar days from receipt of the Notice of Award in the form and amount prescribed therein. The performance security shall be posted in favor of **DEPED**, and shall be forfeited in the event it is established that \_\_\_\_\_ is in default of any of its obligation under this contract. \_\_\_\_\_ shall be responsible for the extension of its performance security and/or undertake to renew its performance security whenever necessary, and without need of prior notice or instruction from the **DEPED**, to ensure that it is in force and effect for the whole duration of the contract and until a Certificate of Final Acceptance is duly issued.
  4. The goods shall be delivered within \_\_\_\_\_ **CALENDAR DAYS** from receipt of the Notice to Proceed or as may be indicated in the Notice to Proceed. Risk and title to the goods shall not be deemed to have passed to **DEPED** until its receipt and final acceptance at the delivery site (**DepEd CO and Schools**).
  5. **DEPED** shall have the right to inspect and test or cause the testing of the goods covered by the Contract, at any time or stage of contract implementation.
  6. Pre-delivery and Pre-implementation Conference shall be conducted prior to the inspection of goods by the designated DepEd Inspectorate Team.
  7. Prior to and for purposes of inspection, \_\_\_\_\_ shall ensure convenient access to the goods for inspection. \_\_\_\_\_ shall assign personnel to undertake the handling, unpacking, assembly, commissioning, disassembly, repacking, resealing and sorting of the goods prior to, during and after the inspection.
  8. The goods shall be inspected by the designated DepEd Inspectorate Team. A turnaround period of not more than \_\_\_\_\_ (**\_\_\_**) **WORKING DAYS** from the time of the receipt of the request for Pre-Delivery Inspection shall be given to **DEPED** to schedule the inspection.
  9. The goods should conform to and comply with the standards mentioned in Section VI. Schedule of Requirements of the Bidding Documents, or as amended by

subsequently issued Bid Bulletin, if any, and must be in accordance with the final technical specifications as approved by the Bids and Awards Committee based on the samples submitted by \_\_\_\_\_, and reflected in the post-qualification report, which is hereto attached as Annex "B" and made an integral part hereof.

Any proposal by \_\_\_\_\_ to deliver goods of different technical specifications, in lieu of those of the approved bids or samples, shall not be allowed. However, under justifiable circumstances, delivery of goods of equivalent, higher or superior technical specifications may be permitted, subject to the evaluation and favorable recommendation of the **DEPED's** end-user or implementing unit, and the approval of the herein authorized signatory. In any such case, the proposal by \_\_\_\_\_ for substitution shall be in writing and shall not result in any additional cost or undue burden to **DEPED**.

10. Goods with defects or non-compliant with the required technical specifications upon delivery shall be rejected orally or in writing by **DEPED** and replaced by \_\_\_\_\_ in accordance with the warranty provisions in the bidding documents. The replacement goods for this reason shall be subject to re-inspection. Replacement and repair of test materials shall only be applicable if the printing defects and non-compliance in the technical specifications are discovered prior to test administration. Service provider shall replace or repair defective test materials before test administration.
11. \_\_\_\_\_ shall deliver the goods to the delivery site (**Schools**). Goods delivered to sites other than the designated delivery site without **DEPED's** written authorization and/or approval may be rejected by the latter. Violation of this provision, based on documents and reports submitted and validated by the authorized receiving personnel, may be a cause for the termination of the Contract.
12. In case \_\_\_\_\_ encounters condition(s) impeding timely delivery of the goods, \_\_\_\_\_ shall promptly notify **DEPED** in writing within **five (5) calendar days** from notice of such condition(s). Any request for work suspension and/or contract period extension shall be promptly done in writing as soon as circumstances for such request have become apparent. \_\_\_\_\_ must provide sufficient proof to support any request for work suspension and/or contract period extension.
13. The Contract Price shall be paid to \_\_\_\_\_ in accordance with the following disbursement procedures:
  - 12.1. \_\_\_\_\_ may submit a request for payment based on the following: (i) cumulative quantities of goods delivered based on the schedule of deliveries and other relevant terms and conditions of the Contract, (ii) duly signed Delivery Receipts, and (iii) Inspection and Acceptance Reports (IARs), including certification by \_\_\_\_\_, duly signed and dated by the authorized representative of the **DEPED** indicating that the goods have been delivered in accordance with the Contract. Other documents in support of a request for payment may be prescribed by **DEPED** pursuant to existing disbursement, accounting and auditing rules and procedures.
  - 12.2. Payment shall be made to \_\_\_\_\_ within sixty (60) days from submission of the documents specified in SCC Clause 2.2 and other documents as may be prescribed by **DEPED**, in the following manner:

12.2.1. \_\_\_\_\_ percent (\_\_\_%) of the Contract Price shall be paid to \_\_\_\_\_ upon completion of printing, packaging, labeling of primers, and delivery and acceptance of the goods by **DEPED**'s authorized representative;

12.2.2. Payment shall also constitute release of the retention money in case of expiry of the warranty period or the remaining amount in case it has been utilized pursuant to the warranty provision.

14. Payments shall be subject to the "Warranty" provision in the form of either retention money in an amount equivalent to five percent (5%) the payment, or a special bank guarantee in the amount equal to five percent (5%) of the Contract Price as provided under Section 62.1 of R.A. 9184 and its Revised IRR.

13.1. The warranty period of three (3) months shall reckon from the date of issuance of Certificate of Final Acceptance by **DEPED**.

15. \_\_\_\_\_ shall be liable for liquidated damages for the delay in delivery of goods in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery, for every day of delay until such goods are finally delivered to and accepted by **DEPED**. **DEPED** shall deduct the liquidated damages from any money due or which may become due to \_\_\_\_\_, or collect from any of the securities or warranties posted by \_\_\_\_\_, whichever is convenient to **DEPED**. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the Contract Price, **DEPED** may rescind or terminate the Contract, without prejudice to other courses of action and remedies available under the circumstances.

16. \_\_\_\_\_ and its employees, as agents of **DEPED**, shall uphold strict confidentiality of any information relating to this Contract. \_\_\_\_\_ shall hold Proprietary Information in strict confidence. \_\_\_\_\_ agrees not to reproduce, transcribe or disclose Proprietary Information to third parties without prior written approval of **DEPED**.

17. The **PARTIES** shall make every effort to resolve amicably and by mutual consultation any and all disputes or differences arising between the **PARTIES** in connection with the implementation of the Contract. Should such dispute not be resolved amicably, it shall be submitted to Early Neutral Evaluation pursuant to R.A. No. 9285, or the "Alternative Dispute Resolution Act of 2004," and its Implementing Rules and Regulations.

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

*SIGNED, SEALED AND DELIVERED BY:*

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

\_\_\_\_\_  
*SIGNED IN THE PRESENCE OF:*

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

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

*CERTIFIED FUNDS AVAILABLE:*

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

REPUBLIC OF THE PHILIPPINES)  
\_\_\_\_\_, METRO MANILA ) S.S

**ACKNOWLEDGMENT**

**BEFORE ME**, a Notary Public in and for \_\_\_\_\_, Philippines, this  
\_\_\_\_ day of \_\_\_\_\_ 2024 personally appeared:

**NAME**

**GOVERNMENT ISSUED ID**  
*(Number, Issued On, Issued  
By)*

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

\_\_\_\_\_

\_\_\_\_\_

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

The foregoing instrument is a CONTRACT consisting of six (6) pages (exclusive of attachments), including this page on which this acknowledgment is written and signed by the parties hereto and their instrument witness on the left-hand margin of each and every page hereof.

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

Doc. No. \_\_\_\_;  
Page No. \_\_\_\_;  
Book No. \_\_\_\_;  
Series of 2024.

NOTARY PUBLIC

## Bid Security (Bank Guarantee) Form

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

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

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

THE CONDITIONS of this obligation are:

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

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

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

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

(Signature, Name and Address)

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



## **Bid Securing Declaration Form**

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

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_ ) S.S.

### **BID SECURING DECLARATION** **Project Identification No.: *[Insert number]***

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this day of *[month]* *[year]* at *[place of execution]*.

*[Insert NAME OF BIDDER OR ITS  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant*

### **[Jurat]**

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

**Omnibus Sworn Statement (Revised)**  
***[shall be submitted with the Bid]***

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with the law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

**10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**Jurat**

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

**Performance Security (Bank Guarantee) Form**

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

Attention: The Chairperson  
Bids and Awards Committee

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

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

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

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

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

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

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

SIGNATURE AND SEAL OF THE GUARANTOR

NAME OF BANK

ADDRESS

DATE \_\_\_\_\_

## FINANCIAL BID FORM

Date: \_\_\_\_\_  
Project No: \_\_\_\_\_

The Secretary  
Department of Education  
DepEd Complex, Central Office  
Meralco Avenue, Pasig City

Attention: The Chairperson  
Bids and Awards Committee

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words (and figures)]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in BDS provision for ITB Clause 17.1 and 18.2, respectively, and it shall remain binding upon us and may be accepted at any time before the expiration of that bid validity period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per ITB Clause 5 of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity]* *[for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity]*.

We, further, confirm that, for purposes of this bid, and if such Bid is accepted, the address stated below shall be the Supplier's official address and contact numbers, as reflected in the *(state proof of billing e.g. PhilGEPS Certificate, Mayor's Permit, SEC, Tax Clearance)*

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
[signature over printed name of  
Authorized Representative]

\_\_\_\_\_  
[in the capacity of \_\_\_\_\_]  
(designation of Authorized Representative)

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_  
[Registered Company/Business Name of the Bidder]

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

Telephone No : \_\_\_\_\_

Telefax: \_\_\_\_\_

Email address : \_\_\_\_\_

# SEALING AND MARKING OF BIDS

## GOODS AND SERVICES

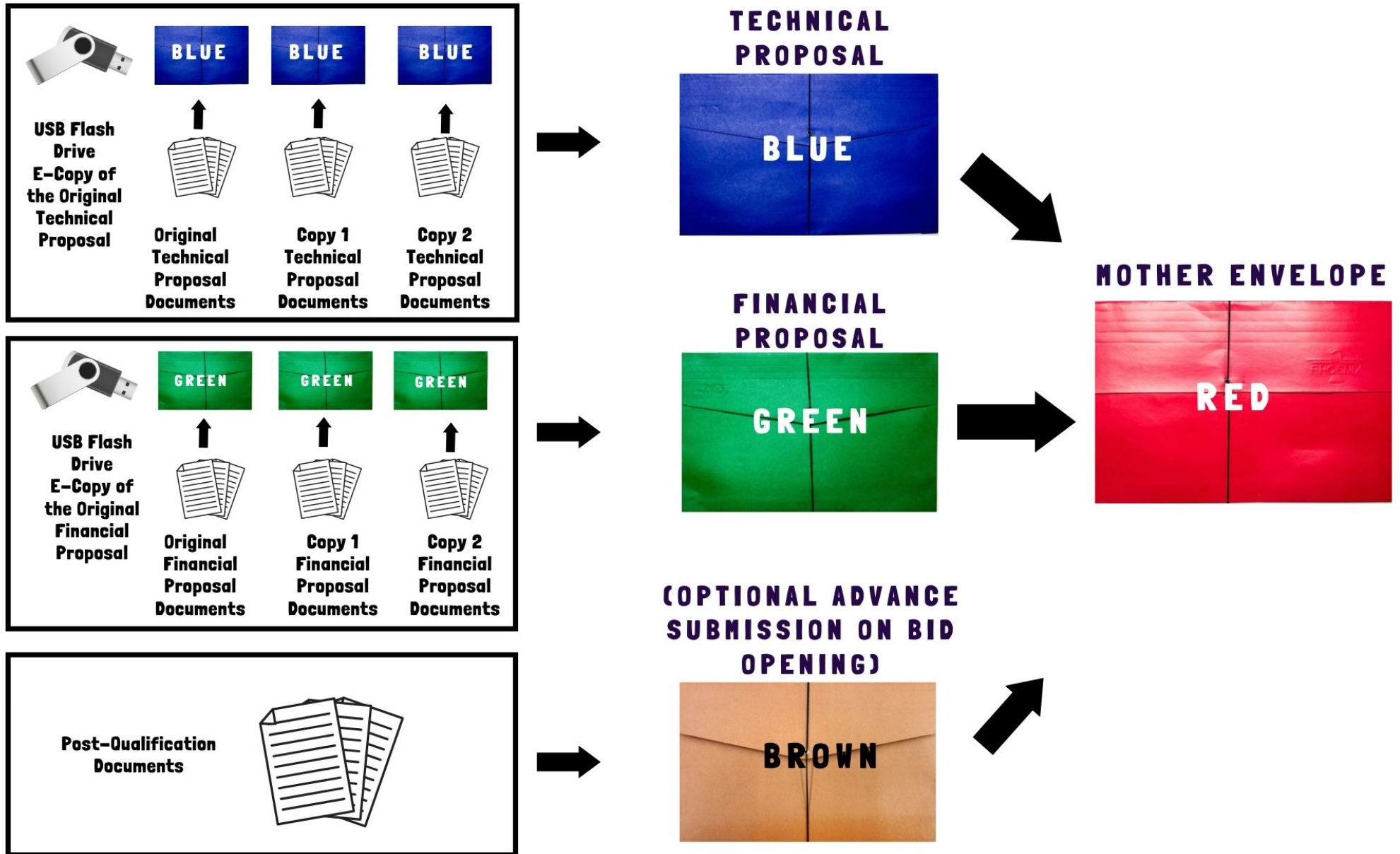


Illustration 1



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

[BIDDER'S COMPANY NAME]

[COMPANY'S OFFICE ADDRESS] PUBLIC BIDDING:

[PROJECT TITLE]:

BIDDING FOR  [no.] \_\_\_\_\_ :  [item description]  (if applicable)

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

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



Republic of the Philippines



Government Procurement Policy Board