



**PROJECT NO. 2020-03: SUPPLY, INSTALLATION,
CONFIGURATION, COMMISSIONING, AND TESTING OF IP
TELEPHONY AND UNIFIED COMMUNICATIONS FOR SHFC**

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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

INVITATION TO BID FOR PROJECT NO. 2020-03: SUPPLY, INSTALLATION, CONFIGURATION, COMMISSIONING, AND TESTING OF IP TELEPHONY AND UNIFIED COMMUNICATIONS FOR SHFC

1. The *Social Housing Finance Corporation (SHFC)*, through the *Corporate Budget for the Year 2020* intends to apply the sum of *Five Million Pesos (Php5,000,000.00)* being the ABC to payments under the contract for *Project No. 2020-03*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *SHFC* now invites bids for the above Procurement Project. Delivery of the Goods is required *within 120 calendar day upon receipt of Notice to Proceed*. Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from *SHFC* and inspect the Bidding Documents at the address given below during *weekdays, 8:00 A.M. to 5:00 P.M.*.
5. A complete set of Bidding Documents may be acquired by interested Bidders on *November 24, 2020* from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Php5,000.00*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees through in person or electronic means.
6. The *SHFC* will hold a Pre-Bid Conference¹ on *December 2, 2020 at 2:00 P.M.* through video conferencing *via Zoom or FreeConferenceCall*, which shall be open to prospective bidders.

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below, (ii) online or electronic submission as indicated below, or (iii) both on or before *December 14, 2020 at 1:55 P.M.*. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on *December 14, 2020* at 2:00 P.M. via *Zoom or FreeConferenceCall*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. *Large files must be uploaded to Google Drive.*
11. The *SHFC* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

Paulo Sherwin P. Duman
BAC Secretariat
3/F 8737 BDO Plaza, Paseo de Roxas, Makati City
pduman.procurement@gmail.com
(632) 8817-3168 or (632) 7750-6337 ext. 433
www.shfcph.com

13. You may visit the following websites:

For downloading of Bidding Documents: *https://www.shfcph.com/Procurement.html*
For online bid submission: *Please send the encrypted file to*
pduman.procurement@gmail.com

Sgd.
ATTY. MARIA ROSALIE RICHA A. TAGUIAN
BAC Chairperson

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *SHFC* wishes to receive Bids for the *Supply and Delivery of One (1) Lot of I.T. Equipment*, with identification number *Project No. 2020-03*.

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

2. Funding Information

2.1. The GOP through the source of funding as indicated below for *Corporate Budget CY2020* in the amount of *Php5,000,000.00*.

2.2. The source of funding is:

GOCC and GFIs, the Corporate Operating Budget.

3. Bidding Requirements

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

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

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

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

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

5. Eligible Bidders

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

5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.

- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

For procurement where the Procuring Entity has determined, after the conduct of market research, that imposition of either (a) or (b) will likely result to failure of bidding that will defeat the purpose of public bidding: the Bidder should comply with the following requirements:

- i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least *fifty percent (50%)* of the ABC for this Project; and
- ii. The largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.

- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

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

7. Subcontracts

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

The Procuring Entity has prescribed that: Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through videoconferencing 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 *five (5) years* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

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

12. Bid Prices

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

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

13. Bid and Payment Currencies

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

13.2. Payment of the contract price shall be made in:

Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration² or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

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

15. Sealing and Marking of Bids

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

² In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

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

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

16. Deadline for Submission of Bids

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

17. Opening and Preliminary Examination of Bids

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

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

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

18. Domestic Preference

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

19. Detailed Evaluation and Comparison of Bids

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

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

19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. The Project shall be awarded as follows:

One Project having several items that shall be awarded as one contract.

19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

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

21. Signing of the Contract

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

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> a. Submission of similar VOIP projects undertaken by the bidder. b. completed within five (5) years prior to the deadline for the submission and receipt of bids.
7.1	<i>Not allowed.</i>
12	The price of the Goods shall be quoted DDP <i>Makati, Philippines</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than Php100,000.00, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than Php250,000.00 if bid security is in Surety Bond.
19.3	<i>Project No. 2020-03: Design, Supply, Installation, Configuration, Commissioning, and Testing of IP Telephony and Unified Communications for the SHFC with an ABC of Php5,000,000.00</i>
20.2	<i>Licenses and permits corresponding to the communication (VOIP).</i>
21.2	<i>Licenses and permits corresponding to the communication (VOIP).</i>

Section IV. General Conditions of Contract

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

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

5. Warranty

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

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

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

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>“The delivery terms applicable to this Contract are delivered <i>at SHFC, 8737 BDO Plaza, Paseo de Roxas, Makati City</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>Paulo Sherwin P. Duman or Mr. Nathaniel P. Castaritas</i>.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p>performance or supervision of on-site assembly and/or start-up of the supplied Goods;</p> <ol style="list-style-type: none"> a. furnishing of tools required for assembly and/or maintenance of the supplied Goods; b. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; c. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and d. <p>training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.</p> <ol style="list-style-type: none"> e. The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar

services.

Spare Parts –

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the cost thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of *three times the warranty period*.

Spare parts or components shall be supplied as promptly as possible, but in any case, within two (2) months of placing the order.

Packaging –

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

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

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

Name of the Procuring Entity
Name of the Supplier
Contract Description

	<p>Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p>
	<p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>

2.2	No advance payment will be allowed since the initial 15% mobilization fee will be made only after the delivery of equipment to be used for the IP telephony system and Unified Communication.
4	The inspections and tests that will be conducted are the configuration and actual tests of the VOIP upon installation.

Section VI. Schedule of Requirements

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

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
1	Delivery of equipment to be used for the IP telephony system and Unified Communications	All active components to be delivered.	15%	Must be delivered at 3/F SHFC, 8737 BDO Plaza, Paseo de Roxas, Makati City. Delivery period must be within 30 days from the receipt of Notice to Proceed.
2	Installation, Configuration and Commissioning of IP Telephony and Unified Communications	Installed, Configured and Commissioned of all active components.	50%	
3	Project Acceptance	SHFC Acceptance of the project once tested and completed.	34%	
4	Retention Fee		1%	
	TOTAL		100%	

Section VII. Technical Specifications

Technical Specifications

Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances

1. PROJECT TITLE

Design, Supply, Delivery, Installation, Configuration, Commissioning and Testing of IP Telephony and Unified Communications for the Social Housing Finance Corporation (SHFC).

2. BACKGROUND

Since 2007 the analog Private Automatic Branch Exchange (PABX) telephony system is the means of communication utilized by Social Housing Finance Corporation, however, due to wear and tear the corporation incurs a huge cost on its repairs and maintenance.

In respond to this, SHFC has embarked on the acquisition of a new and responsive telephony which will replace the age old PABX telephone system. Likewise, it is also imperative for SHFC to replace the existing telephone system which will improve communication and connectivity between the head office, hubs and regional offices. It will also save the corporation on communication expenses.

Hence, the project for the Design, Supply, Installation, Configuration, Commissioning and Testing of VOIP has to be implemented and carried out.

3. OBJECTIVE

The project aims to provide telephone connection over IP data networks within all three (3) branches of SHFC as well as the eleven (11) remote offices eliminating long distance call charges that will result in making internal calls within the organization much less expensive. The technology includes advanced communications features, easy scalability and robustness to suit growing demands. It will also provide a huge range of highly useful telephony features that will make the agency more equipped for call management and provides a more efficient and collaborated system for communication. IP telephony allows all those features that are performed with traditional phones like call waiting, call conferencing, voicemail and caller identification. Along with that, it allows more advanced features like transferring calls to phones on other networks, placing a call on hold and picks it up from anywhere else where an Internet connection

is available, ringing incoming calls on multiple phones in separate networks, sending voicemail as email etc. that will be beneficial for the agency.

4. PROJECT DURATION, DELIVERY, COMMISSIONING, INSTALLATION AND ACCEPTANCE

The project duration, delivery, commissioning, installation and acceptance will commence within One Hundred Twenty (120) (inclusive of 30-45 days delivery of hardware equipment/s) calendar days from the date of receipt of Notice to Proceed. An official project kickoff shall be called by the assigned Project Manager for the winning bidder to present how it intends to implement the project. The project kickoff shall be done five days (5) after receipt of the notice to proceed.

Item	Specification	Statement of Compliance
5.	Technical Requirements	
	The minimum requirement specified in this Technical Requirements shall be complied with. Non-compliance with these requirements is a ground for disqualification.	
5.1	IP Telephony and Unified Communications	
5.1.1	Must be an IP based extension protocol that allows Proprietary and/or 3rd party SIP based devices to be connected and used within the main system.	
5.1.2	<p>The breakdown of Telephony System and other Active Components on each site must be:</p> <p>Headquarters:</p> <p>2 x IPPBX (Appliance) with ISDN port</p> <ul style="list-style-type: none"> • Support E1 T1 J1 network • Gigabit Network port with integrated POE+ support • 1GHz quad core cortex A9 processor • 1 GB RAM 32 GB Flash Memory • Support 200 Sip user account • Integrated LDAP and XML phonebooks • Built-in Call Center Features and supports 3rd Party Call Accounting Software 	
5.1.3	<p>1 x Operator Phone</p> <ul style="list-style-type: none"> • Colored screen LCD • Support 4 lines 4 Sip account • Dual Gigabit ports with integrated POE • Integrated Bluetooth for use with Bluetooth headset • HD audio speaker and handset 	
5.1.4	With generic headset for easy access and mobility	
5.1.5	<p>4 x Extension Module</p> <ul style="list-style-type: none"> • Backlit LCD display • 20 programmable dual-color buttons • 2 pages per module for total of 40 contact • BLF (Busy Lamp Field) for speed dial 	

5.1.6	<p>3 x IP Phone wireless</p> <ul style="list-style-type: none"> • Support at least 2 Sip account • Dual-Band WIFI with efficient antenna design and advance roaming support • HD voice and dual Mic design • 1500 mAh rechargeable battery • Micro USB port and 3.5mm head set jack 	
5.1.7	<p>Regional Main Office (Cebu and Davao) 2 x IPPBX (Appliance)</p> <ul style="list-style-type: none"> • Support at least 500 SIP user accounts • With 75 concurrent calls • With 4 PSTN FXO ports with lifetime capability • Gigabit network port with integrated POE • Up to 5 level IVR with built-in call recording • Built-in Call detail record • Support SIP video endpoint using H.264 H263 and H263+ 	
5.1.8	<p>At least 2 x IP Video Phones</p> <ul style="list-style-type: none"> • Captive 5 point touch screen TFT LCD • 16 Lines with 16 SIP accounts • Runs on android OS 7.0 • Gigabit network ports with Integrated POE/POE+ • 7 way audio conferencing • TLS and SRTP security encryption 	
5.1.9	<p>Remote Office: (8 Remote Offices) 8 x IPPBX (Appliance)</p> <ul style="list-style-type: none"> • Support up to 500 SIP User account • With 75 concurrent calls • With 4 PSTN FXO port with lifeline capability • Gigabit network port with Integrated POE • Up to 5 level IVR with built-in call recording • Built in Call detail record • Support SIP video endpoint using H.264 H263 and H263+ 	
5.1.10	<p>2 x IP Video Phones</p> <ul style="list-style-type: none"> • 7" (1024x600) captive 5 point touch screen TFT LCD • 16 Lines with 16 SIP accounts • Runs on android OS 7.0 • Gigabit network ports with Integrated POE/POE+ • 7 way audio conferencing • TLS and SRTP security encryption 	
5.1.11	<p>Must be a versatile system capable of handling at least 2,000 end points for flexible capacity requirements without having multiple management system.</p>	
5.1.12	<p>The system must be capable of having an app-based mobile phone capable of connecting through internet and will be considered as local extensions. System should include this mobile app extension without requiring any license.</p>	

5.1.13	<p>The system must be able to cater all three types of Telco trunks.</p> <ul style="list-style-type: none"> • Headquarters: 1x E1-ISDN • Cebu: 2x Analog Trunk Line • Davao: 2x Analog Trunk Lines <p>The system must be able to cater all three types of Telco trunks.</p> <ul style="list-style-type: none"> • Headquarters: 1x E1-ISDN -Digital and SIP Trunk • Cebu: 2x Analog Trunk Line -Analog Trunk and Multiple SIP Trunk • Davao: 2x Analog Trunk Lines -Analog Trunk and Multiple SIP Trunk 	
5.1.14	The winning bidder must able to Peer Main IPPBX and Remote Offices via VOIP Trunk	
5.1.15	At any rate there shall be no system replacement (rip and replace) as the system upgrades and expands from a SOHO to SME to LE capacity configuration.	
5.1.16	System must be based on Rack and Stack technology (rack mountable) with dual Gigabit LAN connections. System Upgrade must be based on Rack and Stack technology (rack mountable) with direct Gigabit LAN connections.	
5.1.17	Total network site manifesting a single system image and single management portal	
	<ul style="list-style-type: none"> • At any rate, capacity and phase of the upgrade, the headquarters system and all the remote sites must always be managed from a single system management interface. • All the system applications deployed in all sites must be managed from only one admin portal interface. • The management portal is web based for easy access anywhere. • The management of all devices must be secure and provide different user access level. 	
5.1.18	Non-hard disk-based processing allows for a longer Mean Time Before Failure (MTBF). The Dial-tone of the system should reside in the Solid-State Technology and not on Hard disk-based platform for more reliability and resiliency.	
5.1.19	Must be Appliance base Data Rack Grade (19") mountable.	
5.1.20	System is provided with a dual network/ Gigabit LAN connection and able to configure as Routing or switch mode function.	
5.1.21	On the unavailability of commercial power, an analogue trunk is automatically relayed to a pre-designated analog extension	
5.1.22	<p>There should be no single point of failure for the system. There shall be no system backplanes and common highways that at any time may be a single point of failure.</p> <p>The system should NOT utilize backplane technology or modular architecture to ensure no single point of failure.</p>	
5.1.23	In the need of back-up power supply, a system commercial power back up should be data center grade UPS and not vehicle type back up battery.	
5.1.24	N+1 Redundancy design allows for redundancy coverage of the whole system with just a single appliance without the need for a full 100%	

	component duplication.	
5.1.25	Appliance should support High Availability and Automatic failover (Hardware Base)	
5.1.26	Main System even the Back up or redundancy units should not have licensed and make use of the primary system license to avoid double charging/billing of unnecessary unused licenses.	
5.1.27	The system must be capable of providing a paging system	
5.1.28	A built-in auto-attendant in the system avoids unnecessary use of external servers and unnecessary use of analog or ISDN or IP resources.	
5.1.29	Built in auto-attendant must be capable of Multi level IVR	
5.1.30	The system must support native Collaboration Tools like Instant Messaging. Able to integrate 3 rd Party Apps	
5.1.31	Must work with Active Directory or LDAP	
5.1.32	IP Phones must have High Definition Audio Quality	
5.2	IP Telephony Provider	
5.2.1	Must be represented by Certified Technical engineer from the distributor with nationwide local support.	
5.2.2	There must be existing installation/deployment in the Philippines on the following Scenario. <ul style="list-style-type: none"> a. Single Network Deployment b. Main Office to Branch Office (Peer to Peer) c. Main Office to Branch and Branch to Branch Interconnection (MESH) 	
5.2.3	The Winning Bidder Must Present Project Completion as supported documents on the following Deployment. <ul style="list-style-type: none"> a. Single Office/Network Deployment b. Main Office to Branch Office (Peer to Peer) c. Main office to Branch Offices and Branch to Branch Interconnection (MESH) 	
5.2.4	The brand must be a seasoned player in the telephony industry and has undergone several telephony technologies.	
5.3	74 x IP Phones (Main Office)	
5.3.1	The IP Phone must have 3-years warranty. It should be the same brand of the Main System for easy Integration and Configuration.	
5.3.2	Dual switched auto-sensing, integrated PoE	
5.3.3	Supports POE and Power adaptor	
5.3.4	Rj9 headset Jack Interface	
5.3.5	Support Wired Connection	
5.4	10 x IP Phones (Regional Main Office)	
5.4.1	The IP Phone must have 3-years warranty. It should be the same brand of the Main System for easy Integration and Configuration.	
5.4.2	Dual switched auto-sensing , integrated PoE	
5.4.3	Telephony Features: <ul style="list-style-type: none"> • Hold, transfer, forward (unconditional/no-answer/busy), 3-way conferencing, call park/pickup, 	

	<ul style="list-style-type: none"> • downloadable phone book (XML, LDAP, up to 500 items), • call waiting, call history (up to 200 records), • off-hook auto dial, auto answer, click-to-dial, • flexible dial plan, hot desk, • personalized music ringtones. 	
5.4.4	Supports POE and Power adaptor	
5.4.5	Rj9 headset Jack Interface	
5.4.6	Support Wired connection	
5.5	16 x IP Phones (Satellite Offices)	
5.5.1	The IP Phone must have 3-years warranty. It should be the same brand of the Main System for easy Integration and Configuration.	
5.5.2	Dual switched auto-sensing, integrated PoE	
5.5.3	Telephony Features: <ul style="list-style-type: none"> • Hold, transfer, forward (unconditional/no-answer/busy), 3-way conferencing, call park/pickup, • downloadable phone book (XML, LDAP, up to 500 items), • call waiting, call history (up to 200 records), • off-hook auto dial, auto answer, click-to-dial, • flexible dial plan, hot desk, • personalized music ringtones. 	
5.5.4	Supports POE and Power adaptor	
5.5.5	Rj9 headset Jack Interface	
5.5.6	Support Wired connection	
5.6	Licensing	
5.6.1	There should be NO System licenses in all SIP components/hardware regardless of site	
5.6.2	NO System licenses in using Peer/Registered SIP Trunk From Main System to Remote Offices	
5.6.3	NO System licenses in terms of (SIP licenses, trunk licenses, inter-pbx licenses, application licenses) should be one-time purchase/payment. No annual licenses to be renewed.	
5.6.4	No Licenses should be required if additional SIP Account / Extension will be added	
5.7	1 x FXS Gateway	
5.7.1	The winning bidder must provide Gateway to convert all existing Analog Phones with the specified specifications. It should be the same brand of the Main System for easy Integration and Configuration. <ul style="list-style-type: none"> • Dual Gigabit LAN Ports • Accessible via Web GUI • Rack mountable • FXS Port by 24 	
5.7.2	4 distinct SIP server profiles per system and independent SIP account per telephone port	
5.8	1 x Audio, Web and Video Conferencing System	
5.8.1	Video Conferencing System – It should be the same brand of the Main	

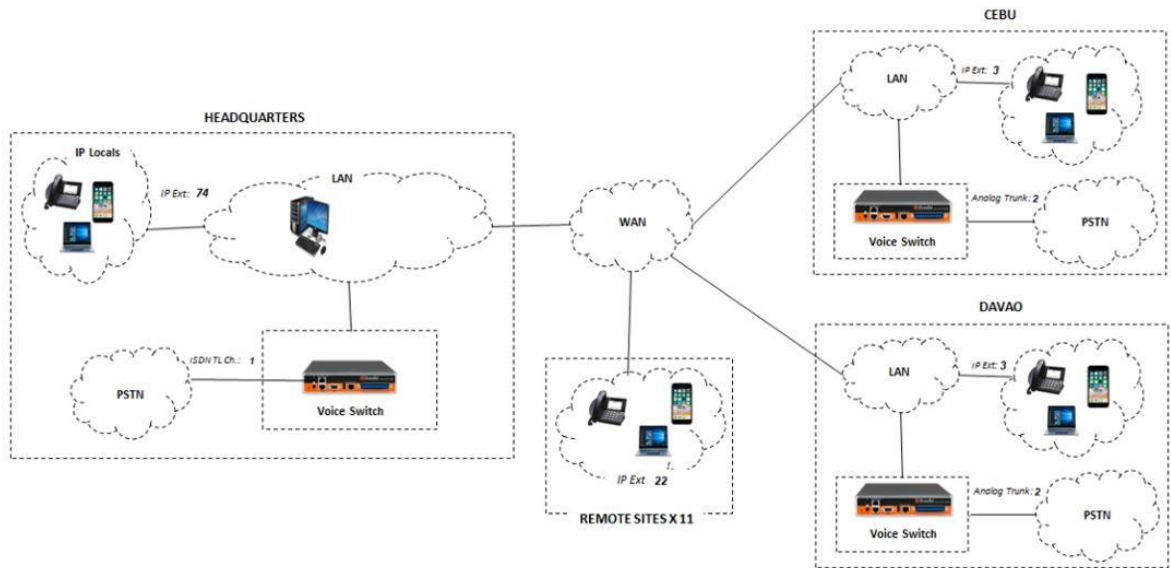
	<p>System for easy Integration/configuration.</p> <ul style="list-style-type: none"> • Supports Android and SIP Platforms, • Supports Huge Capacity of Conference Sessions • Recording • Supports Web/Cloud Conferencing • 1/3" 2 Megapixels CMOS 1920Hx1080V@30fps • Built-in MCU for 9-way video, • 3 HDMI outputs, screen-sharing, Bluetooth PLUS • HD IP Conference Phone - Android based, • 6 lines, • 4.3" color screen, • 7-way conference bridge, • Gigabit LAN port • PoE, integrated WiFi & Bluetooth • Up to 100 participants (Perpetual license) • With up to 10 concurrent meetings 	
5.8.2	External MIC/Speaker, built-in MIC	
5.8.3	Bluetooth remote control with multi-touch touchpad	
5.8.4	Supported Application: Skype, Google Hangouts, Skype for Business, Web browser, Facebook, Twitter, YouTube, Google calendar, mobile phone data import/export via Bluetooth, etc. API/SDK available for advanced custom application development	
5.8.5	Flexible customization options and supports access from a variety of devices including video phones, PC/Mac, Android/iOS mobile devices, PSTN trunk lines, and SIP PBXs.	
5.8.6	System that allows integration of PSTN and E1 trunk as peer Sip device	
5.8.7	Capable of 36-way MCU, w/ a minimum of 75 participant deployment	
5.9	3 x 48 Port PoE Switches	
5.9.1	<p>The winning bidder must provide an edge PoE Switch for the IP Phones with the specified specifications.</p> <ul style="list-style-type: none"> • 48-Gigabit Ethernet Port Switch • + 2 port Gigabit Ethernet combo • + 2 port Gigabit SFP port • Integrated PoE+ with 375W Dedicated power • 8/48 port supports 60W PoE • Forwarding Rates of 77.38 Mpps • Routing/Switching capacity of 104 Gbps • Must be supported by Smart Network Application • <input type="checkbox"/> Must be supported by Find IT Network Manager 	
5.10	2 x 24 Port PoE Switches	
5.10.1	<ul style="list-style-type: none"> • 24-Gigabit Ethernet Port Switch • + 2 port Gigabit Ethernet combo • + 2 port Gigabit SFP port • Integrated PoE+ with 382W Dedicated power 	

	<ul style="list-style-type: none"> • 4/24 port supports 60W PoE • Forwarding Rates of 41.66 Mpps • Routing/Switching capacity of 56 Gbps • Must be supported by Smart Network Application • Must be supported by Find IT Network Manager 	
5.11	10 x 8 Port PoE Switches	
5.11.1	<ul style="list-style-type: none"> • 8 Gigabit Ethernet Port Switch • Plus 2 Gigabit Ethernet combo • Integrated PoE+ with 124W Dedicated power • Forwarding Rates of 14.88 Mpps • Routing/Switching capacity of 20 Gbps • Must be supported by Smart Network Application • Must be supported by Find IT Network Manager 	
5.12	Wire and Cables labels	
5.12.1	Self laminated vinyl material labeling kit	
5.12.2	With permanent acrylic tape adheres well to surfaces	
5.12.3	Printable white zone with self-lamination print	
6.	Scope of Work and Activities	
6.1.1	Setup and configuration of all hardware involved	
6.1.2	Onsite Configuration Nationwide -Main Office -All Satellite Offices -Interconnection of Offices (No Long Distance)	
6.1.3	Conduct Technical Training “Telephony System Admin’	
6.1.4	Conduct Orientation to User ”Handset Functionality”	
6.1.5	Must Configure existing core switch and other access points for QOS and VLAN.	
6.1.6	Must Support Regional Office Technical Concern and assistance via remote support.	
7.	Qualification Requirements	
7.1	The bidder must be a Certified Partner for the product being offered	
7.2	Certification issued by the Manufacturer of the proposed hardware endorsing the bidder to “ Bid, Sell, Support and Maintain the product being offered ”.	
8.	Warranty	
8.1.1	3 Year warranty for all IP telephony products including: <ul style="list-style-type: none"> • Unified communication module • IP Phones • Operator Phones & Ext module • Wireless or cordless Phones • FXS Gateways • Audio and Video Conferencing device 	
8.1.2	Must have limited Lifetime warranty on all switches	
9.	Support Agreement	

9.1.1	Unlimited Phone & Email Support 8x5 Onsite support NBD (Next Business Day) for Head Office	
9.1.2	Remote Support NBD (Next Business Day) for Main Region Offices and remote offices	
9.1.3	The Technical on site must be certified by the product to handle issues/error encountered. (basic troubleshooting)	
9.1.4	Basic user training on all regions and Admin training for Main Office.	

10. Mode of Payment			
No.	Activities	Deliverables	Percentage of Contract Price
1	Delivery of equipment to be used for the IP telephony system and Unified Communications	All active components to be delivered.	15%
2	Installation, Configuration and Commissioning of IP Telephony and Unified Communications	Installed, Configured and Commissioned of all active components.	50%
3	Project Acceptance	SHFC Acceptance of the project once tested and completed.	34%
4	Retention Fee		1%
	TOTAL		100%

Figure 1. SHFC IP Telephony and Unified Communications Infrastructure



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

Technical Documents

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

Financial Documents

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

Capacity (NFCC);

OR

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class “B” Documents

- (m) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

OR

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

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

- (n) *[For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

25 FINANCIAL COMPONENT ENVELOPE

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

