



PHILIPPINE BIDDING DOCUMENTS

Supply, Delivery, and Installation, with Transfer of Technology, Testing, and Commissioning of Three (3) units Earthquake Recording Instrument (ERI), One (1) set of Industrial Grade Touchscreen Display Monitor, and one (1) Desktop Computer for central monitoring data extraction for the SEC Headquarters

Public Bidding No. 2025-17

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the Implementing Rules and Regulations of Republic Act No. 12009.

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

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

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

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

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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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*. (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. (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. (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. (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.

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. (IRR, Section 5(n))

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*. (IRR, Section 5[r])

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

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 50.3 of the IRR of RA No. 12009.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.

INVITATION TO BID

Supply, Delivery, and Installation, with Transfer of Technology, Testing, and Commissioning of Three (3) units of Earthquake Recording Instrument (ERI), One (1) set of Industrial Grade Touchscreen Display Monitor, and one (1) Desktop Computer for central monitoring data extraction for the SEC Headquarters

1. The Securities and Exchange Commission (SEC), through the FY 2025 Annual Operating Budget of SEC, intends to apply the sums of **Three Million Eight Hundred Thousand Pesos (Php3,800,000.00)** being the ABC to payments under the contract for **Supply, Delivery, Testing and Commissioning of Three (3) units of Earthquake Recording Instrument (ERI), One (1) set of Industrial Grade Touchscreen Display Monitor, and One (1) Set of Desktop Computer for central monitoring data extraction for the SEC Headquarters under Competitive Bidding No. 2025-17.** Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. SEC now invites bids for the above Procurement Project. Delivery of goods is required FY 2025 as Specified in Section IV (Schedule of Requirements) of this bidding document. 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 Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009.

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 the SEC-BAC Secretariat and inspect the Bidding Documents at the address given below during office hours from 8:00a.m to 5:00p.m.
5. A complete set of Bidding Documents may be acquired by interested Bidders on 23 May 2025 from the given address and websites below and upon payment of the applicable fee/s for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Two Thousand Five Hundred Pesos (Php2,500.00).** The Procuring Entity shall allow the bidder to present its proof of payment for the fees which will be presented in person, by facsimile, or through electronic means.

It may be downloaded free of charge from the Philippines Government Electronic Procurement System (PhilGEPS) and SEC websites, provided that the bidders shall pay the applicable fee for the Bidding Document not later than the submission of their bids.

The prospective bidders are advised to send an email at cnecastillo@sec.gov.ph to request for the Payment Assessment Form (PAF), which shall be used for the payment of the abovementioned applicable fee.

Payments should be done over the counter at any Landbank branch nationwide or online through eSPAYSEC.

For over the counter payment at LandBank:

- Print 2 copies of PAF:
 - 1 Client Copy
 - 1 LandBank Copy
- Accomplish the on-Coll Payment slip per fund account as indicated on the breakdown summary.
- Use the correct Fund Account and Account No. and provide the below information:
 - Reference Number 1 - PAF No.
 - Reference Number 2 - Name of Payor appearing on the PAF
- Present On-Coll Payment Slip, together with the PAF, to the LandBank Teller

For online payment:

- Access eSPAYSEC through the link below, enter PAF Reference Number, select your payment: <https://www.sec.gov.ph/sec-payment-portal>
- Enter PAF Reference Number
- Select preferred payment option:
 - Debit/Credit Card
 - Paymaya Wallet/GCash
- Enter email address and verification code
- Click proceed to payment

6. SEC will hold a **Pre-Bid Conference** on **30 May 2025 (Friday), 11:00 A.M.** at 7F, MSD Room, The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Bel-Air, Makati City 1209 and through video conferencing or webcasting via Zoom application, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through **manual submission** at the office address indicated below, **on or before 13 June 2025 (Friday), 11:00 A.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 **13 June 2025 (Friday), 11:15 A.M.** at the given address below, The SEC Headquarters, 7907 Makati Avenue, Brgy. Bel-Air, Salcedo Village, Makati City. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The SEC 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 Section 70 of the IRR of RA No. 12009, without thereby incurring any liability to the affected bidder or bidder.

11. For further information, please refer to:

Procurement Unit

*7th Floor, The SEC Headquarters 7907
Makati Ave., Salcedo Village Bel-Air,
Makati City 1209
Telephone No.: 8818-5330
Electronic mail: cndcastillo@sec.gov.ph*

12. You may visit the following websites:

*<https://www.sec.gov.ph>
<https://www.philgeps.gov.ph>*

20 May 2025

Oliver O. Leonardo
BAC Chairman

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Securities and Exchange Commission wishes to receive Bids for the intends to apply the followings sums being the ABCs to payments under the contract for **Supply, Delivery, and Installation, with Transfer of Technology, Testing, and Commissioning of Three (3) units of Earthquake Recording Instrument (ERI), One (1) set of Industrial Grade Touchscreen Display Monitor, and One (1) Set of Desktop Computer for central monitoring data extraction for the SEC Headquarters under Competitive Bidding No. 2025-17.**

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 FY 2025 Budget of SEC in the amount of **Three Million Eight Hundred Thousand Pesos (Php3,800,000.00)**

2.2. The source of funding is **FY 2025 Annual Operating Budget of SEC.**

3. Bidding Requirements

The bidding for the Project shall be governed by all the provisions of RA No. 12009 and its 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 the IRR of RA No. 12009 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.
- 5.2.1. 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. 12009 and its 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 52.4.1.3 of the IRR of RA No.12009, 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 equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 52.4 of the IRR of RA No. 12009.

6. Origin of Goods

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

7. Subcontracts

- 7.1. The Procuring Entity has prescribed that subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address MSD Conference Room, 7th Flr. The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Brgy Bel-Air, Makati City 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 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 79.6 of the IRR of RA No. 12009.
- 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 60.2 of the IRR of RA No. 12009.
- 11.5. Financial proposals for single or multi-year Framework Agreement shall be submitted before the deadline of submission of bids as prescribed in the **IB**. For multi-year Framework Agreement, evaluation of the financial proposal during this stage is for purposes of determining eligibility and whether or not such financial proposal is within the ABC.

12. Bid Prices

12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

- a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in the BDS.
- b. For Goods offered from abroad:
 - i. Unless otherwise stated in the BDS, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the BDS. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in the BDS.

12.2. For Framework Agreement, the following should also apply in addition to Clause 12.1:

- a. For a single year Framework Agreement, the prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.
- b. For a multi-year Framework Agreement, the prices quoted by the Bidder during submission of eligibility documents shall be the ceiling and the price quoted during mini-competition must not exceed the initial price offer. The price quoted during call for mini-competition shall be fixed during the Bidder's performance of that Call-off and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.

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 Declaration¹ 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 120 calendar days from the date of opening. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 14.3. In the case of Framework Agreement, other than the grounds for forfeiture under the IRR, the bid security may also be forfeited if the successful bidder fails to sign the Framework Agreement, or fails to furnish the performance security or performance securing declaration. Without prejudice on its forfeiture, bid securities shall be returned only after the posting of performance security or performance securing declaration, as the case may be, by the winning Bidder or compliant Bidders and the signing of the Framework Agreement.

15. Sealing and Marking of Bids

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

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

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

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.
- 16.2. For multi-year Framework Agreement, the submission of bids shall be for the initial evaluation of their technical and financial eligibility. Thereafter, those declared eligible during the said initial eligibility evaluation and entered into a Framework Agreement with the Procuring Entity shall submit anew their best

¹ 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.

financial offer at the address and on or before the date and time indicated in the Call for each mini-competition.

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 58.4 of the IRR of RA No. 12009 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 59 of the IRR of RA No. 12009.

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 79 of the IRR of RA No. 12009.
- 18.2. For multi-year Framework Agreement, determination of margin of preference shall be conducted every call for Mini-Competition.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 61.2 of the IRR of RA No. 12009.

- a. In the case of single-year Framework Agreement, the Lowest Calculated Bid shall be determined outright after the detailed evaluation;
- b. For multi-year Framework Agreement, the determination of the eligibility and the compliance of bidders with the technical and financial aspects of the projects shall be initially made by the BAC, in accordance with Item 7.4.2 of the Guidelines on the Use of Framework Agreement

- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.

- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the

BDS for purposes of the NFCC computation pursuant to Section 52.4.1.4 of the IRR of RA No. 12009. 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 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 52.4.1.4 of the IRR of RA No. 12009, 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, or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**. For every mini-competition in Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification.
- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**. For every mini-competition in Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification.

21. Signing of the Contract

- 21.1. The documents required in Section 66.5 of the IRR of RA No. 12009 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.
- 21.2. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Framework Agreement Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 21.3. Within ten (10) calendar days from receipt of the Notice to Execute Framework Agreement with the Procuring Entity, the successful Bidder or its duly authorized representative shall formally enter into a Framework Agreement with the procuring entity for an amount of One Peso to be paid to the procuring

entity as a consideration for the option granted by the procuring entity to procure the items in the Framework Agreement List when the need arises.

21.4. The Procuring Entity shall enter into a Framework Agreement with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.

21.5. The following documents shall form part of the Framework Agreement:

- a. Framework Agreement Form;
- b. Bidding Documents;
- c. Call-offs;
- d. Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.*, bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
- e. Performance Security or Performance Securing Declaration, as the case may be;
- f. Notice to Execute Framework Agreement; and
- g. Other contract documents that may be required by existing laws and/or specified in the **BDS**.

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause											
5.3	For this purpose, contracts similar to the Project shall be any contract relative to the Supply, Delivery, and Installation, with Transfer of Technology, Testing and Commissioning of Earthquake Recording Instrument (ERI), Set of Industrial Grade Touchscreen Display Monitor for central monitorin completed within five (5) years prior to the deadline for the submission and receipt of bids.										
7.1	Subcontracting is not allowed.										
12	The price of the Goods shall be quoted DDP, Makati, NCR or the applicable International Commercial Terms (INCOTERMS) for this Project.										
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <table><tr><th>Lot No.</th><th>ABC</th><th>2% of the ABC for Cash, Cashier's/ Manager's Check issued by a bank</th><th>5% of the ABC for Bank Draft or Guarantee, or irrevocable Letter of Credit</th><th>5% of the ABC for Surety Bond callable upon demand</th></tr><tr><td>1</td><td>Php3,800,000.00</td><td>Php76,000.00</td><td>Php190,000.00</td><td>Php190,000.00</td></tr></table>	Lot No.	ABC	2% of the ABC for Cash, Cashier's/ Manager's Check issued by a bank	5% of the ABC for Bank Draft or Guarantee, or irrevocable Letter of Credit	5% of the ABC for Surety Bond callable upon demand	1	Php3,800,000.00	Php76,000.00	Php190,000.00	Php190,000.00
Lot No.	ABC	2% of the ABC for Cash, Cashier's/ Manager's Check issued by a bank	5% of the ABC for Bank Draft or Guarantee, or irrevocable Letter of Credit	5% of the ABC for Surety Bond callable upon demand							
1	Php3,800,000.00	Php76,000.00	Php190,000.00	Php190,000.00							
15	Each Bidder shall submit one (1) originally signed certified true copy of the original documents and electronic copy of first and second components of bids shall be submitted upon instructions of the BAC thru the BAC Secretariat at any time after the opening of bids. Bidder must arrange each bid documents into sections with tabs properly labeled separating each document according to the provided checklist.										
19.3	No further instructions.										
20.1	The Bidder with the Single/Lowest Calculated Bid shall submit ALL of the following post-qualification requirements: 1. All the eligibility documents supporting the PhilGEPS Certificate of Registration (Platinum Membership); 2. Latest Income Tax Returns filed and paid through the Electronic Filing and Payments System (EFPS); and 3. Quarterly VAT Returns (Form 2550Q) with proof of filing and/or payment within the last two (2) quarters preceding the date of bid submission. 4. Certificate of Non-Derogatory Information from SEC Company Registration and Monitoring Department (for Corporation only)										

21.2	<i>No further instructions.</i>
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Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special 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. 12009 and its 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 112.1 and 112.2 of the IRR of RA No. 12009 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 Section 71.1.5 of the IRR of RA No. 12009.
- 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**.
- 2.3. For a single-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier in its bid.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 68 of the IRR of RA No. 12009.

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

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project 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 90.1 of the IRR of RA No. 12009.

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

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	Delivery and Documents – 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: Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements). For purposes of this Clause, the Procuring Entity’s Representative at the Project Site is <i>Mr. Upjohn D. Rivera</i>. 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 Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications 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. Transportation –

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.

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.

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.

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.

Regular and Recurring Services –

[In case of contracts for regular and recurring services, state:] “The contract for regular and recurring services shall be subject to a renewal whereby the performance evaluation of the service provider shall be conducted in accordance with Section VII. Technical specifications.”

2.2	Payment shall be made thirty (30) calendar days after acceptance and completion of each Call-Off Order.
4	The inspections and tests will be conducted in accordance with Section VII. Technical Specifications.

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.

Lot No.	Description	Delivered, Weeks/Months
1	Supply, Delivery, and Installation , with Transfer of Technology, Testing and Commissioning of Three (3) units of Earthquake Recording Instrument (ERI), One (1) set of Industrial Grade Touchscreen Display Monitor, and One (1) Set of Desktop Computer for central monitoring data extraction for the SEC Headquarters	Delivery of goods should be within ninety (90) calendar days upon receipt of Notice to Proceed/Purchase Order.

Delivery Address: The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air Makati City.

I hereby certify to comply and deliver the above requirements immediately upon receipt Notice to Proceed/Purchase Order.

Company Name: _____

Authorized Representative

Signature: _____

Printed Name: _____

Date: _____

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (e.g. production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words "*or at least equivalent.*" References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

In case of Renewal of Regular and Recurring Services, the Procuring Entity must indicate here the technical requirements for the service provider, which must include the set criteria in the conduct of its performance evaluation.

Technical Specifications

Supply, Delivery, and Installation, with Transfer of Technology, Testing and Commissioning, of THREE (3) UNITS EARTHQUAKE RECORDING INSTRUMENT (ERI), ONE (1) SET OF INDUSTRIAL GRADE TOUCHSCREEN DISPLAY MONITOR AND ONE (1) DESKTOP COMPUTER FOR CENTRAL MONITORING DATA EXTRACTION for the SEC Headquarters Building, including the provision of technical supervision, labor, materials, tools and equipment.	
<i>Technical Specifications / Scope of Work</i>	<i>Statement of Compliance</i>
Objectives 1. To serve as additional safety monitoring device for The SEC Headquarters Building. 2. To comply with the requirements of the Office of the Building Official-Makati prior to issuance of the Certificate of Annual Building Inspection as mandated in the National Building Code Development Office (NBCDO) Memorandum Circular No. 1, series of 2015 of the Department of Public Works and Highways (DPWH).	
I. Equipment/Technical Specification:	
1. Earthquake Recording Instrument	
1.1 Three (3) Units of Accelerometer/Accelerographs - Intelligence Triaxial Sensor - Rated IP67 - To be installed on: • Lowest Basement • Middle Floor • Top Floor (below the roof deck) - Protective steel casing with lock - IP67 rating	
1.2 One (1) unit of Centralized Stand-Alone Monitor - Allows centralized monitoring; Built as Industrial Grade for 24/7 Operations - Colored Display - High responsive touch screen display - Built-in back-up battery capacity of at least 1 hour - At least 4GB Memory Card for Data Storage - Industrial type and must be from the same manufacturer of Accelerograph - Must have protective steel casing with lock - Equipped with tri color (red, amber, and green) strobe tower light with siren - Display Numerical Value and Intensity Level	

1.3 One (1) Set of Earthquake Monitoring Station - Computer monitoring station with software and UPS - Desktop: Intel7-12700 Processor or equivalent - OS: Windows 11 - RAM: At least 8GB - HDD: At least 1TB - Monitor: At least 43 inches Flat Screen - USB Keyboard and USB Mouse - UPS	
1.4 Others (as deemed necessary) - Output triggers minimum of 8 dry contact terminal for integration to existing system such as (FDAS, PA, Elevator, BMS and Gas line) - Ethernet and Cabling - Alarm Cabling to BMS Room - Cabinets, Enclosures and Conduits	
2. Scope of Work/Minimum Requirements: Must conform to the minimum standard specifications stated in the GUIDELINES IMPLEMENTING RULES ON EARTHQUAKE RECORDING INSTRUMENTATIONS BUILDINGS as mandated by NBCDO Memorandum Circular 01, Series of 2015 of DPWH	
a. The following are the minimum specifications for Earthquake Recording Instrument (ERI) to be used for buildings: a.1 Accelerograph • Seismic qualified as tested by recognized international testing laboratory • Stores seismic activity information as gathered by the accelerometer • Equipped with fault detection system • Provides real-time alarm information (either audio, visual or both) during an earthquake event • Equipped with internal battery back-up power to ensure continuous operation during power fluctuation • Where applicable, it may include: ○ Minimum design life: 10 years and should be demonstrated and certified to have a 40,000-hour (minimum) mean time between failures ○ Minimum of three components (vertical, longitudinal and transverse) ○ Natural Frequency: Above 50Hz ○ Damping: Approximately 60-70 percent critical ○ Sensitivity: 2g up to 6g ○ Bandwidth: DC to 100Hz ○ Environment: IP67	

a.2 Recording • Sampling Frequency: Minimum of 100 samples per second • Time: From at least 20 seconds before the ground shaking begins until 30 seconds after the last triggering level motion • RMS Noise: System noise shall be less than 40ug measured over 0-30Hz • Media: Memory Card • Continuous Recording: Capable of continuous recording • AD Converter: 16' bits	
a.3 Timing • Interval: Half a second or less • Accuracy: Plus, or minus 0.2 second per 100 seconds • Type: GPS or NTP server	
a.4 Triggering (As applicable) • Method: MEMS or other device using earthquake motion as an exciting force • Level: Accelerograph, 0.5 to 100 gals nominal velocimeter: 5um/s to 1mm/s • Time: Full operation of accelerograph/Velocity in not over 0.1 second after activation	
a.5 Power • Electricity with internal back-up battery maintained with charger	
a.6 Communication • Ethernet: 10 base-T or 100 base-TX • Protocol: TCP/IP FTP/SFTP	
b. Records. To maintain continuous recording of data, a media for recording must be used at all times	
c. Battery Inspection. The accelerograph shall be tested with any charge device disconnected from an electric power source.	
3. System Description:	
a. The system must be 100% compliant to the minimum requirements stated in National Structural Code of the Philippines (NSCP) particularly Section 105.2 and to Guidelines and Implementing Rules on Earthquake Recording Instrumentations for Buildings as mandated by NBCDO Memorandum Circular 01, series of 2015 of DPWH.	
b. The Accelerograph shall provide the following minimum data/features: • Peak Ground Acceleration • PHIVOLCS Earthquake Intensity Scale (PEIS) or Modified Mercalli Scale (MMS) • Earthquake Sensitivity of 2g up to 6g • Real-Time Alarms • Data for direct processing of Structural Software	

• Time based on Global Positioning System (GPS) or Network Time Protocol (NTP) • Instrument Design Life – 10 years (minimum)	
4. Scope of Project:	
a. Conduct survey/ocular inspection to verify actual site condition for the needed details required in the implementation of the project	
b. Mobilization and Board-up/security of every work area for safety.	
c. Installations: - c.1 Three (3) units ERI/Accelerographs per manufacturer's standard complete with cabinet/enclosure and mounting frames for XYZ Grid – one set each for the Basement 2, 7th and 18th Floors of the SEC Headquarters Building. - c.2 Dedicated Electrical Power Supply – Basement 2, 7th and 18th Floors. - c.3 Ethernet and Alarm Cables including required standard conduits from Basement 2, 7th and 18th Floor BMS Room. - c.4 The proposed location for the actual installation of ERI shall be prepared recommended and supervised by the supplier's Structural Engineer and to be verified and confirmed by OBO-Makati.	
d. Marking and tagging of all installations.	
e. Restoration Works.	
f. Installation and set-up Earthquake Recording Instrumentation (ERI) Station to BMS Room.	
g. Complete ERI System interface to The SEC Headquarters BMS.	
h. Alarm Programming.	
i. Comprehensive Testing.	
j. Conduct on-site training/transfer of technology to authorized GSD Personnel/Technicians, including but not limited to the following: - j.1 System Operation - j.2 Data Transmission - j.3 Instrument Calibration - j.4 Alarm Programming	
k. Final Joint Inspection and Acceptance Testing including calibration and commissioning of fully integrated "Earthquake Recording Instrumentation System" to ensure that the system is properly in operational condition and comply with the requirements of the Guidelines and Implementing Rules on ERI.	
l. As-built plan for the actual lay-out/location of newly installed ERI.	

m. Full assistance in the processing/securing of Certificate of Installation of Earthquake Recording Instrumentation/Certificate of Annual Building Inspection from the Office of the Building Official-Makati for The SEC Headquarters Building.										
n. To coordinate with DPWH Central Office or Data Center designated by DPWH for the Data Storage.										
o. Demobilization.										
5. Warranty: Three (3) years Warranty on installed instruments and devices, workmanship and supplied materials.										
6. Support and Maintenance to be performed by the Supplier.										
a. Provide Guarantee that the system shall have a maintenance period of at least ten (10) years with a maximum service interval of one (1) year including calibration and testing to ensure that the integrated system of ERI are in proper operational efficiency. b. The supplier must have a calibration machine to conduct the yearly calibration. Must also submit a calibration certificate once done. c. The supply ERI's shall be equipped with fault detection and alarm system and be integrated together to function in unison that any failure of operation shall not hinder the progress of the entire building seismic monitoring system. d. The supplied ERI equipment obsolescence shall not hinder the proper continuous operation throughout the to (10) year guaranteed duration. e. A service unit as temporary replacement to continue the collection of data must be supplied in the event when the supplier finds that any or all of the equipment must be removed from the building for repair. f. The supplier must present an exclusive distributorship certificate from the manufacturer. g. Response Time: supplier should provide a 24/7 hotline to attend to the needs in case problem arise with the device and actual visit of technical staff should be one (1) to three (3) calendar days.										
7. Contract Period: Ninety (90) calendar days to commence upon issuance of Notice to Proceed										
8. Submittals										
<table><tr><th>Particulars</th><th>Description</th><th>Submission Date</th></tr><tr><td>Detailed working plans and layout/diagram</td><td>Copies of plans and layout must be in blue print - subject to final approval of GSD</td><td>Upon Issuance of Notice to proceed and before actual implementation of project.</td></tr><tr><td>Clearances/Permits</td><td>Clearances/permits as may be required</td><td>-do-</td></tr></table>	Particulars	Description	Submission Date	Detailed working plans and layout/diagram	Copies of plans and layout must be in blue print - subject to final approval of GSD	Upon Issuance of Notice to proceed and before actual implementation of project.	Clearances/Permits	Clearances/permits as may be required	-do-	
Particulars	Description	Submission Date								
Detailed working plans and layout/diagram	Copies of plans and layout must be in blue print - subject to final approval of GSD	Upon Issuance of Notice to proceed and before actual implementation of project.								
Clearances/Permits	Clearances/permits as may be required	-do-								

	by Government Agencies relative to the project	
Personnel and Equipment List	List of personnel assigned for the project implementation and electrical- operated tools/equipment with corresponding power rating	-do-
Comprehensive Test Result	Report on the result of comprehensive testing conducted on project the fully integrated "Earthquake Recording Instrumentation System"	Upon completion of the project
As-Built plan/layout diagram	Duly signed and sealed as-built plan/layout diagram of the entire system	-do-
Warranty Certificate	Three (3) years warranty certification to commence upon turn-over and acceptance of the project	Upon project turn-over and acceptance
Operation and Maintenance Manual	System Operation and Maintenance Manual	-do-
Comprehensive Preventive Maintenance Program	Pro-forma template for the conduct and implementation of Comprehensive preventive Maintenance Program	-do-
Support and Maintenance	Guarantee Certificate that the supplier shall	-do-

	provide maintenance service for the period of ten (10) years	
II. Supplier Qualification Requirements		
Qualification	Documentary Requirements	
1. Must be a duly registered supplier/service contractor of Earthquake Recording Instrumentation for buildings with minimum active experience of two (2) years prior to bidding schedule.	● Certificate of Business Registration (SEC or DTI, etc.) ● Purchase Orders, Contracts equivalent documents covering a two-year period prior to bidding schedule (with at least 1-completed project per year).	
2. Must be satisfactorily rated by at least two (2) previous clients/customers	● Two (2) Certificates of Satisfactory Performance	
3. Must conduct pre-inspection, verification and overall project assessment	● Certificate of Inspection issued by MSD-GSD and Condominium Corporation	
4. Must be employing the following personnel for the undertaking and implementation of the project: ● Certified Structural Engineer ● Registration Electrical Engineer ● Safety Officer ● Technicians	● Certificate of accreditation issued by PRC as Engineer or Association of Structural Engineers Structural of the Philippines ● PRC License ● COSH Training Certificate ● NC II TESDA Certificate	
III. Deliverables ● Supply, Delivery and Installation of Earthquake Recording Instrument and Accessories ● Testing, Commissioning and Acceptance ● End-User Training for the Transfer of Technology		
IV. Payment Schedule ● Full payment shall be made upon completion and acceptance of the End-user.		

V. Other Terms and Conditions 1. The contractor/supplier/service provider shall: a. Coordinate with GSD for schedules and project briefing. Work authorization permit must be secured from GSD prior to mobilization. Work schedule is from 8:00 AM to 5:00 PM daily from Monday to Friday, provided it will not cause any disruption in the operation of the building.	
b. Provide its workers with the required personal protective equipment (PPE) and appropriate tools in the implementation of the project in compliance with the Environmental Management System (EMS) Program of the Bank in accordance with the requirement of ISO 14000.	
c. Be liable and solely responsible for any harm, damage and injury that may be incurred or suffered by its own crew/workers or any other person in the implementation of the project and to any damage to the SEC Headquarters Building property arising from the acts whether partial, contributory or due entirely to the fault, negligence and/or dishonesty of its workers in the course of their duties.	
d. Maintain cleanliness at all times. It shall be responsible for the collection and proper disposal - outside of the building premises, of all waste materials resulting from any activity related to the implementation of the project, in compliance with the Environmental Management System (EMS) Program and the requirements of the covering policies, rules and regulations of the Department of Environment and Natural Resources (DENR) and the Environmental Management Bureau (EMB).	
e. Be bounded by and shall strictly observe the commission's existing rules and regulations with regards to the standard security policies and procedures while in the premises.	

I hereby certify that the statement of compliance with the foregoing technical specifications is true and correct.

Authorized Representative:

Signature : _____
Printed Name : _____
Company Name : _____
Date : _____
Contact Number : _____
Email Address : _____

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

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

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

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 59 of the IRR of RA No. 12009.

Note: For editable copies of the documents below, you may download the files from the following link: <https://www.sec.gov.ph/procurement/prescribed-templates/#gsc.tab=0>

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 20.2.9.1 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 52.4.1.3 and 52.4.2.4 of the IRR of RA No. 12009, within the relevant period as provided in the Bidding Documents; **and**
- ☐ (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

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

Class "B" Documents

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

II. FINANCIAL COMPONENT ENVELOPE

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

Other documentary requirements under RA No. 12009 (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.

