



REPUBLIC OF THE PHILIPPINES  
Department of Health  
**NATIONAL CENTER FOR MENTAL HEALTH**  
Nueve de Febrero Street, Mandaluyong City, Philippines

**BIDS AND AWARDS COMMITTEE  
FOR CONTRACT SERVICES AND  
CONSULTANCY**

**PUBLIC BIDDING**

*Procurement and Delivery of  
Enterprise Support for the Existing  
NCMH Physical Servers CY 2024*

**Sixth Edition  
July 2020**

# TABLE OF CONTENTS

Glossary of Acronyms, Terms, and Abbreviations	4
Section I.	6
Invitation to Bid No. CS-015-2024-PB	6
Section II. Instructions to Bidders	8
1.    Scope of Bid	8
The Procurement Project (referred to herein as “Project”) are composed of:	8
the details of which are described in Section VII (Technical Specifications).	8
2.    Funding Information	8
3.    Bidding Requirements	8
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.	8
4.    Corrupt, Fraudulent, Collusive, and Coercive Practices	9
5.    Eligible Bidders	9
5.5    The Bidder must submit a computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid; or	10
If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid. If issued by a foreign universal or commercial bank.	10
6.    Origin of Goods	10
7.    Subcontracts	10
8.    Pre-Bid Conference	10
9.    Clarification and Amendment of Bidding Documents	10
10.   Documents comprising the Bid: Eligibility and Technical Components	10
11.   Documents comprising the Bid: Financial Component	11
12.   Bid Prices	11
13.   Bid and Payment Currencies	11
14.   Bid Security	12
15.   Sealing and Marking of Bids	12
16.   Deadline for Submission of Bids	12
17.   Opening and Preliminary Examination of Bids	12
18.   Domestic Preference	13
19.   Detailed Evaluation and Comparison of Bids	13
20.   Post-Qualification	13
<b>20.1 Not Applicable</b>	13
21.   Signing of the Contract	13
Section III. Bid Data Sheet	14
Section IV. General Conditions of Contract	18

1.	Scope of Contract	18
2.	Advance Payment and Terms of Payment	18
3.	Performance Security	18
4.	Inspection and Tests	18
5.	Warranty	19
6.	Liability of the Supplier	19
	Section V. Special Conditions of Contract	20
	Section VI. Schedule of Requirements	23
	Section VII. Technical Specifications	24
	Section VIII.	31
	Checklist of Technical and Financial Documents	31
	Bidding Forms	33
	“ANNEX A” - BID FORM	34
	“ANNEX B” - PRICE SCHEDULE	36
	“ANNEX C” – LIST OF ALL ON-GOING GOVERNMENT AND PRIVATE CONTRACTS	37
	“ANNEX D” – STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT	38
	“ANNEX E” – OMNIBUS SWORN STATEMENT	39
	“ANNEX F” – BID SECURING DECLARATION	42
	“ANNEX G” – CONTRACT AGREEMENT FORM	43

## ***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.

**Configuration** – **Adjusting server settings to meet specific requirements or optimize performance.**

**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.

**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.

**Maintenance** – **Performing routine inspections, upgrades and repairs to prevent hardware failures and prolong server lifespan.**

**Monitoring** – **Implementing tools and processes to monitor server health and performance, proactively identifying potential issues.**

**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.

**Replacement** – **Swapping out faulty hardware components with new ones to restore functionality.**

**SEC** – Securities and Exchange Commission.

**Security** – **Implementing security measures to protect servers from cyber threats and unauthorized access.**

**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.

**Troubleshooting** – **Identifying and resolving hardware issues, such as hardware failures or connectivity problems.**

**UN** – United Nations.

**Upgrades** – **Assisting with hardware upgrades to enhance server capabilities or accommodate growing business needs.**