



POWER SECTOR
ASSETS & LIABILITIES
MANAGEMENT CORPORATION



19 May 2021

SUBJECT : Invitation to Submit Proposal for the Procurement of Photocopying Services at PSALM Office in Quezon City and Bagac Property in Bagac, Bataan (Project Reference No. 2021-SVP-PSPO-020-01)

Dear _____:

The Power Sector Assets and Liabilities Management (PSALM) Corporation is procuring Photocopying Services for PSALM Office in Quezon City and Bagac Property in Bagac, Bataan with an Approved Budget for the Contract (ABC) in the amount of **SIX HUNDRED EIGHTY-SIX THOUSAND PESOS (PHP686,000.00)**, inclusive of delivery costs and all applicable taxes.

In this regard, may we invite your company to submit a proposal for this project based on the requirements set in the *Terms of Reference* (Annex A), and the *Detailed Bid Price Schedule* (Annex B).

Your proposal shall include copies of the following documents:

1	Certification of PhilGEPS Registration or PhilGEPS Registration Number ¹
2	Current and valid business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or equivalent document in case of an economic zone.
3	Latest income tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS). Latest annual Income Tax Return (ITR) shall refer to the ITR for the year 2020 filed in 2021. For new establishments which have no annual ITR yet, it shall refer to the most recent quarter's ITR. Further, for areas where e-filing is yet to be implemented, a Certification to that effect from BIR main office is acceptable.

¹ Note: Only PhilGEPS registration number (Red Membership) is required for this project and not necessarily Platinum membership. Nevertheless, in view of the State of Emergency and implementation of community quarantine, expired PhilGEPS Certificate of Registration and Membership (Platinum Membership) with application for renewal and official receipt shall be accepted, subject to submission of PhilGEPS Certificate after award of contract but before payment.

4	<p>Latest Business Tax Return, which refers to the Value Added Tax (VAT) and/or Percentage Tax Returns covering the previous six (6) months:</p> <table border="1" data-bbox="331 331 1358 678"> <tr> <td data-bbox="331 331 799 678"> <p>a) Value Added Tax (VAT) - BIR Form No. 2550 covering the:</p> <p>i. the latest quarters (2550Q) (i.e. 4th Quarter of 2020 and 1st Quarter of 2021)</p> <p>ii. the latest month (2550M) (i.e. April 2021)</p> </td> <td data-bbox="799 331 906 678" style="text-align: center;"> <p>and/ or</p> </td> <td data-bbox="906 331 1358 678"> <p>b) Quarterly Percentage Tax Returns BIR Form No. 2551 covering the:</p> <p>i. the latest quarters (i.e. 4th Quarter of 2020 and 1st Quarter of 2021)</p> <p>ii. the latest month (i.e. April 2021)</p> </td> </tr> </table> <p>Bidders filing both VAT and Percentage Tax Returns must submit both returns, or the equivalent documents in case of foreign bidders.</p>	<p>a) Value Added Tax (VAT) - BIR Form No. 2550 covering the:</p> <p>i. the latest quarters (2550Q) (i.e. 4th Quarter of 2020 and 1st Quarter of 2021)</p> <p>ii. the latest month (2550M) (i.e. April 2021)</p>	<p>and/ or</p>	<p>b) Quarterly Percentage Tax Returns BIR Form No. 2551 covering the:</p> <p>i. the latest quarters (i.e. 4th Quarter of 2020 and 1st Quarter of 2021)</p> <p>ii. the latest month (i.e. April 2021)</p>
<p>a) Value Added Tax (VAT) - BIR Form No. 2550 covering the:</p> <p>i. the latest quarters (2550Q) (i.e. 4th Quarter of 2020 and 1st Quarter of 2021)</p> <p>ii. the latest month (2550M) (i.e. April 2021)</p>	<p>and/ or</p>	<p>b) Quarterly Percentage Tax Returns BIR Form No. 2551 covering the:</p> <p>i. the latest quarters (i.e. 4th Quarter of 2020 and 1st Quarter of 2021)</p> <p>ii. the latest month (i.e. April 2021)</p>		
5	<p>Notarized Omnibus Sworn Statement (Annex C).</p> <p>The Omnibus Sworn Statement must be accompanied by a duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable, stating that the signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract.</p>			
6	<p>Detailed Bid Price Schedule (Annex B) / Total Bid Price in Figures (PHP)</p>			

In addition, the Bidder shall submit the following documents during post-qualification:

1. Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, charter for government entity, or any proof of such registration.
2. Latest Tax Clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR). Provisionary Tax clearance is not acceptable under GPPB Resolution No. 1-2014.
3. Original Copy of the notarized Omnibus Sworn Statement.

The Invitation to Submit Proposal may be downloaded from the websites of the Philippine Government Electronic Procurement System (PhilGEPS) (<https://www.philgeps.gov.ph>) and the PSALM (<https://www.psalm.gov.ph>), provided that Bidder shall pay the applicable fee of **Five Hundred Pesos (PHP500.00)**, not later than the deadline for submission of proposals.

x x

Payments can be deposited thru PSALM LBP account with details below:

Name of Bank:	Land Bank of the Philippines
Branch:	Paseo de Roxas Branch
Account Name:	Power Sector Assets and Liabilities Mgt. Corp. (PSALM)
Account Number:	1802-1019-68
LBP Swift Code:	TLBPPHMM

Thereafter, the Bidder must send the proof of payment and register its email address to the BAC Secretariat at BACSec2021@psalm.gov.ph.

Kindly submit your sealed proposal in electronic form (PDF with complete attachments) or password-protected proposal in a compressed archive folder to the email address: bid.submission@psalm.gov.ph on or before **10:00 AM, 25 May 2021**. Thereafter, proposals will be opened at **10:15 AM, 25 May 2021** through videoconferencing/webcasting via Zoom Cloud Meetings application. The TWG/End-user will provide and send the meeting ID to the bidder/s prior to the opening of proposals.


The passwords for accessing the file will be disclosed by the Bidders only during the actual bid opening. If the password fails to open the file, the Bidder shall be given only three tries until the BAC shall declare it to be disqualified. Bidding Documents not in compressed archive folders and are not password protected, shall be rejected. However, bid envelopes that are not properly sealed and marked or not properly compressed and password-protected, as required in the Bidding Documents, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The detailed procedure for electronic/online bid opening is contained in the General Policies and Procedures for Electronic/Online Submission and Receipt of Bids (Annex F).

For further information, please refer to:

THE MANAGER

Human Resource and Administrative Services Department (HRASD)
Power Sector Assets and Liabilities Management Corporation
24th Floor Vertis North Corporate Center 1, Astra cor. Lux Drives,
North Avenue, 1105 Quezon City
Telephone No.: (02) 902-9094
e-mail: gbsantos@psalm.gov.ph; ravelasquez@psalm.gov.ph

Very truly yours,



GLENN B. SANTOS
Manager, HRASD

ANNEX "A"

TERMS OF REFERENCE (TOR)

Procurement of Photocopying Services at PSALM Office in Quezon City and Bagac Property in Bagac, Bataan (Project Reference No. 2021-SVP-PSPO-020-01)

RATIONALE

It is more efficient for PSALM Corporation to procure services for photocopying on a per copy basis rather than purchase photocopying machines. Hence, it is necessary to acquire photocopying services from reputable suppliers to meet the requirements of PSALM Corporation.

SCOPE AND SERVICE AND SPECIFICATIONS

The Bidder shall deliver to PSALM Corporation three (3) units of photocopying machines, including one (1) backup unit, and (1) unit to Bagac Property, with the following particulars:

Location/Project Site	Number of Units	Delivery Schedule / Specifications
24 th Floor Vertis North Corporate Center I, Astra corner Lux Drives, North Avenue, Quezon City	2	<ul style="list-style-type: none">• Delivery of photocopying machines shall be made within seven (7) days from receipt of Notice to Proceed.• Free testing of units for a period of two (2) days.• Free Comprehensive Users Training for at least six (6) PSALM representatives and (1) Bagac personnel conducted on to delivery date, or on a later date to be determined by PSALM.• The units to be supplied should have been manufactured within five (5) years from the date of submission and opening of proposals.• Each unit should have a meter reading/copy counter value of up to 500,000.
NPV Bagac, Housing Facilities, Bagac, Bataan	1	
Back-up Unit	1	
Total Units	4	

The contract shall be for a period of one (1) year, unless sooner terminated for cause. It may be extended in accordance with GPPB rules.

x-----x

Number of Units: Four (4) units

Location/Project Site:

PSALM Corporation

24th Floor Vertis North Corporate Center I, Astra corner Lux Drives, North Avenue, Quezon City

Bagac Property

Brgy. Bagumbayan, Bagac, Bataan

Specifications:

Basic Features

- Reverse Automatic Feeder
- Back-to-Back, Scanning and Electronic Sorting
- At least 50 Copies Per Minute (Minimum)
- Plain paper copier

General Specifications

- Compact design: approximately 33 in. (L) x 27 in. (W) x 43 in. (H)
- Paper size: A4, Legal size, Letter size, Envelope
- At least 1 (one) machine with A3 paper size capability
- Paper Type: With auto paper selector
- Paper Capacity (per Tray): 500 sheets
- Copy Resolution: 600 x 600 dpi
- Paper Capacity (by-pass tray): 100 sheets
- Number of Trays: At least two (2) trays including (1) by-pass tray
- Power Requirements: 220-240 volts
- Low-noise and low emissions
- 25%-400% reduction/enlargement function
- User-friendly control panel with touch screen LCD display
- Warm-up time: 2 minutes or less
- Finisher: Collate/Sorting
- Services-Free Machine Consumables like toner, drum and developer, if applicable
- Free spare parts replacement
- Unlimited Service Call
- Certification from the original equipment manufacturer that the copying machine was remanufactured by them or a certificate from the original manufacturer that the company is authorized to re-manufacture the units to be supplied to PSALM.
- Repair shall be made within 24 hours. If unit is defective, replacement is required within the next 24 hours at no cost to PSALM. The computation of penalty is as follows:

Total Contract Price/12 months/30 days x no. of days of delay x 0.1%.

- Free services and maintenance for the duration of the contract.

x ----- x

- Free Comprehensive Users Training for at least six (6) PSALM representatives, to be conducted on delivery date, or on a later date to be specified by PSALM.
- The units to be supplied should have been manufactured within five (5) years from the date of submission and opening of proposals. Each unit should be capable of having a meter reading/copy counter value of up to 500,000.
- The maximum number of meter reading is 500,000 copies per unit.

Terms of Payment:

The payment for the actual number of copies per month shall be made within fifteen (15) working days upon issuance of the Statement of Account (SOA) by the Contractor with complete requirements.

Failure to comply with the Terms and Conditions of the Contract will result in the payment of corresponding penalties/ liquidated damages based on the Contract Price.

x-----x

ANNEX "B"

Detailed Bid Price Schedule

Date: _____

Project: Procurement of Photocopying Services at PSALM Office in Quezon City and Bagac Property in Bagac, Bataan

Code: Project Reference No. 2021-SVP-PSPO-020-01

Date of Submission: _____

Time of Submission: _____

(Bidder Name/Address/Tel. No.)

After having carefully read and accepted the terms and conditions in the Terms of Reference for the Procurement of Photocopying Services at PSALM Office in Quezon City and Bagac Property in Bagac, Bataan (Project Reference No. 2021-SVP-PSPO-020-01), I/we quote you on the item at prices noted below:

Item No.	Description	(A) Estimated Annual Utilization*	(B) Price per Copy (PHP)	(C=A x B) Total Cost (PHP)
1	Photocopying Services of Four (4) Photocopying Machines	700,000 copies		

*total of ^{1/} and ^{2/} rounded off to the nearest thousand

Bid Price (PHP)

In figure _____

Add: 12% VAT _____

Total Bid Price (PHP)

In figure _____

Total Bid Price (PHP)

In words _____

Note: Total Bid Price shall not exceed the Approved Budget for the Contract.

**Signature Over Printed Name of Supplier/
Authorized Representative**

Position: _____

Date: _____

ANNEX "C"

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

OMNIBUS SWORN STATEMENT

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

1. I am the duly authorized and designated representative of (*Name of bidder*) with office address at (*address of bidder*);
2. I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [*Name of the Project*] of the [*Name of the Procuring Entity*], as shown in the attached [*state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;*)]
3. (*Name of bidder*) is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting.
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. (*Name of bidder*) is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. None of the officers, directors, and controlling stockholders of (*Name of bidder*) is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. (*Name of bidder*) complies with existing labor laws and standards;

x-----x

8. (Name of bidder) is aware of and has undertaken the following responsibilities as a bidder in compliance with the Philippine Bidding Documents, which includes:
- a) Carefully examine all of the bidding documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project]; and
9. (Name of bidder) did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 2021 at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

SUBSCRIBED AND SWORN TO before me this __ day of _____ 2021, Philippines.

NOTARY PUBLIC

Doc. No. ____;
Page No. ____;
Book No. ____;
Series of 2021.

x-----x

ANNEX "D"

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.
x-----x

PERFORMANCE SECURING DECLARATION

Request for Proposal:

(Project Reference No. 2021-SVP-PSPO-020-01)

To: [Insert name and address of the Procuring

Entity] I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years for the second offense, upon receipt of your Blacklisting Order if I/we have violated my/our obligations under the Contract.
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
 - i. Procuring Entity has no claims filed against the contract awardee;
 - ii. It has no claims for labor and materials filed against the contractor; and
 - iii. Other terms of the contract; or
 - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 IRR of RA No. 9184 as required by the end-user.

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

[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

x x

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines.

[Select one of the two following paragraphs and delete the other]

Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-5C).

Affiant/s exhibited to me his/her [insert type of government identification card used] with no. _____ issued on _____ at _____.

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, [date issued], [place issued]

IBP No. __, [date issued], [place issued]

Doc. No. ___;
Page No. ___;
Book No. ___;
Series of 2021.

x-----x

ANNEX "E"

CONTRACT

**FOR THE PROCUREMENT OF PHOTOCOPYING SERVICES AT PSALM OFFICE
IN QUEZON CITY AND BAGAC PROPERTY IN BAGAC, BATAAN
(PROJECT REFERENCE NO. 2021-SVP-PSPO-020-01)**

Signed in the Presence of:

GLENN B. SANTOS
Department Manager, HRASD
PSALM Corporation

This CONTRACT is executed on the ____ day of _____ 2021 by and between:

The **POWER SECTOR ASSETS AND LIABILITIES MANAGEMENT (PSALM) CORPORATION** with principal office address at the 24th Floor Vertis North Corporate Center 1, Astra cor. Lux Drives, North Avenue, Diliman, 1101 Quezon City, Philippines, represented by its President and Chief Executive Officer, **IRENE JOY BESIDO-GARCIA**, duly authorized for this purpose under Board Resolution No. 2020-0226-07, dated 26 February 2020 as evidenced by the Secretary's Certificate dated 01 March 2021, a copy which is attached as Annex "A", hereinafter referred to as "PSALM";

-and-

The _____ with principal office address at _____, Philippines, represented by its Authorized Representative, _____ duly authorized for this purpose under _____, dated _____ as evidenced by the _____ dated _____, a copy which is attached as Annex "B", hereinafter referred to as "the SUPPLIER";

Supplier

Representative

ANTECEDENTS:

PSALM submitted a request to its Bids and Awards Committee (BAC) for the Procurement of Photocopying Services at PSALM Office in Quezon City and Bagac Property in Bagac, Bataan (Project Reference No. 2021-SVP-PSPO-020-01), through Negotiated Procurement (Small Value Procurement), with an Approved Budget for the Contract of **SIX HUNDRED EIGHTY-SIX THOUSAND PESOS (PHP686,000.00)**, inclusive of taxes.

PSALM Corporation

IRENE JOY BESIDO-GARCIA
President and CEO

Pursuant to such request, the BAC sent out Requests for Proposal (RFP) to at least three suppliers of known qualifications and at the same time, posted the RFP in the Philippine Government Electronic Procurement System (PhilGEPS) and PSALM's websites and at conspicuous areas of its premises for three (3) calendar days.

Based on the Abstract of Quotations gathered from the proposals submitted, the BAC recommend the SUPPLIER as the one who submitted the Lowest Calculated and Responsive Quotation in the amount of _____ (PHP _____) ("Contract Price"), which recommendation was approved by PSALM.

x ----- x

ACCORDINGLY, the Parties agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Contract, viz:
 - 1.1 the Supplier's proposal, including the Technical and Financial Proposals, and all other documents/statements submitted, including corrections to the bid resulting from PSALM's bid evaluation;
 - 1.2 the RFP, including Terms of Reference;
 - 1.3 the BAC Resolution No. SBAC-2021-_____;
 - 1.4 the Entity's Notice of Award;
 - 1.5 the Entity's Notice to Proceed; and
 - 1.6 the Office of the Government Corporate Counsel (OGCC) Contract Review No. ____, series of 2021 dated _____ 2021; and
 - 1.7 Performance Security
2. All words and expressions shall have the same meaning as are respectively assigned to them in this CONTRACT and all documents deemed part of it, unless the context of the use of the words and expressions require otherwise.
3. In consideration of the payments to be made by PSALM to the Supplier as hereinafter mentioned, the Supplier hereby covenants with PSALM to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. PSALM hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.
5. Indemnification. The Supplier hereby agrees to hold PSALM free and harmless from all and any damages and liabilities that may be filed against Supplier or Supplier's personnel by reason of their employment by the Supplier under decrees and/or laws pertinent to employer-employee relationship.
6. Non-Waiver. The failure of PSALM to insist upon a strict performance of any of the terms, conditions and covenants hereof shall not be deemed a relinquishment or waiver of any of the rights or remedies that PSALM may have, nor shall it be construed as a waiver of any subsequent breach or default of its terms, conditions and covenants which shall continue to be in full force and effect. Silence on the part of PSALM shall not be considered as condonation or waiver of any breach or default by the Supplier of any covenant or condition herein provided. No waiver by the PSALM of its rights under this Contract shall be deemed to have been made unless expressed in writing and signed by PSALM through its duly authorized representative.

Signed in the Presence of:

GLENN B. SANTOS
Department Manager, HRASD
PSALM Corporation

Supplier

Representative

PSALM Corporation

IRENE JOY BESIDO-GARCIA
President and CEO

x x

Signed in the Presence of:

GLENN B. SANTOS
Department Manager, HRASD
PSALM Corporation

7. Liquidated Damages. The Supplier shall be liable for payment of liquidated damages in case of breach of any provisions of this Contract, as provided in Section 68 of the 2016 Revised Implementing Rules and Regulations of Republic Act (R.A.) No. 9184, otherwise known as the "Government Procurement Reform Act". Without prejudice to its other remedies under this Contract and under the applicable law, PSALM may deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. The maximum deduction shall be ten percent (10%) of the amount of contract. Once the maximum is reached, the PSALM may rescind or terminate the Contract, without prejudice to other courses of action and remedies open to it.

8. Amendments. Amendments to this Agreement may only be made by mutual written agreement of the parties.

9. Dispute. In case of a dispute between the parties, the same shall be resolved in accordance with Republic Act (R.A.) 876, as amended by R.A. 9285, otherwise known as the "Arbitration Law" and the "Alternative Dispute Resolution Act of 2004," respectively.

10. If any term or provision of this Agreement or the application thereof to any person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this Agreement or the application of such term or provision to person whose circumstances other than those as to which it was held invalid or unenforceable shall not be affected thereby.

11. The terms, conditions, and covenants of this Agreement shall be binding upon and shall inure to the benefit of the parties, successors, or assigns.

12. OGCC Approval. This Contract shall be subject to the review and approval of the Office of the Government Corporate Counsel. Any of its ensuing comments, recommendations, or directives shall form part of this Contract.

Supplier

Representative

PSALM Corporation

IRENE JOY BESIDO-GARCIA
President and CEO

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

x ----- x

Signed, sealed, and delivered by Irene Joy Besido-Garcia, the President and CEO of PSALM.

IRENE JOY BESIDO-GARCIA

Signed, sealed, and delivered by _____, the Authorized Representative of _____.

AUTHORIZED REPRESENTATIVE

Witnessed by:

GLENN B. SANTOS
Department Manager, HRASD
PSALM Corporation

Certification of Funds Availability:

SOFE A. SOTERAÑA
Department Manager, Controllership
PSALM Corporation

x----- x

Republic of the Philippines)
_____) s.s.

ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in _____, Philippines, this ___ day of _____, personally appeared:

Name	Identification Document	Issued on	Issued at
IRENE JOY BESIDO-GARCIA	Passport No. P0087701B	03 January 2019	DFA Manila
(SUPPLIER)			

known to me and to me known to be the same person who executed the foregoing instrument consisting of five (5) pages, including the page whereon this Acknowledgment is written, all pages signed by both parties and their instrumental witnesses, and they acknowledged before me that the same is their free and voluntary act and deed and that of the Corporations they represent.

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

Notary Public

Doc. No. ____;
Page No. ____;
Book No. ____;
Series of 2021.

Signed in the Presence of:

GLENN B. SANTOS
Department Manager, HRASD
PSALM Corporation

Supplier

Representative

PSALM Corporation

IRENE JOY BESIDO-GARCIA
President and CEO

ANNEX "F"

GENERAL POLICIES AND PROCEDURES ON ELECTRONIC/ ONLINE SUBMISSION AND RECEIPT OF BIDS

Legal Basis

The GPPB issued Resolution No. 09-2020 dated 07 May 2020 Approving Measures for The Efficient Conduct of Procurement Activities During A State of Calamity, or Implementation of Community Quarantine or Similar Restrictions. Among the measures introduced by the said Resolution are the following:

- a. All Procuring Entities (PE) are now encouraged to maximize the use of videoconferencing, webcasting and similar technology in the conduct of any of the BAC meetings and the determination of a quorum by the Bids and Awards Committee (BAC). The use of digital signatures in procurement related documents is also encouraged.
- b. Bids may now be submitted through on-line submission. The online or electronic submission and receipt of bids for procurement modalities where a two-envelope procedure or sealed price quotation and use a two-factor security procedure consisting of an archive format compression and password protection is required.
- c. The BAC shall decide whether to allow the online or electronic submission and receipt of bids based on the PE's procurement needs and capabilities. It shall ensure the security, integrity and confidentiality of the bids submitted and generate an audit trail of transactions for the security, integrity and authenticity of the bid submissions.

User Registration and Payment of Bidding Document Fee

1. The Bidder must pay for the amount indicated in the Invitation to Bid before the Bidder can send their bids through the PSALM online bidding system.
2. After paying the bidding document fee, the Bidder must send an email to the BAC Secretariat at BACSec2021@psalm.gov.ph and bid.submission@psalm.gov.ph and must attach the following:
 - The picture or screenshot of the transaction or deposit slip
 - The valid email address that will be used in sending the bid
3. After receiving the above email, the BAC Secretariat will inform the PSALM ISTD to whitelist the provided email address and create and share the folder for the particular bidder.

x x

4. The BAC Secretariat will email the Bidder to confirm the receipt of the above information together with the link of the shared folder created by the PSALM ISTD.
5. Only bidders who pay the Bid Document Fee shall be allowed to participate in the e-bidding activities and submit a bid.

Payments can be deposited thru PSALM LBP account with details below:


Name of Bank: Land Bank of the Philippines
Branch: Paseo de Roxas Branch
Account Name: Power Sector Assets and Liabilities Management Corporation (PSALM)
Account Number: 1802-1019-68
LBP Swift Code: TLBPPHMM

Submission of Bids

1. The Invitation to Bid, including the Bidding Documents shall clearly state whether the submission and receipt of bids through electronic means is available for the procurement opportunity.
2. The Bidder shall submit their Bids by uploading it to the provided shared folder at any time before the closing date and time specified in the Bidding Documents.
3. Below are the procedures on how to upload the bidding documents, its format, and the documents it must contain.

Procedures / Steps on How to Submit a Bidding Documents and Other Required Documents
1. The Bidder must follow the "User Registration and Payment of Bidding Document Fee" procedure before submitting the bidding documents.
2. The BAC Secretariat will email the link of the shared folder to the registered email address of the bidder.
3. The Bidder needs to check the email (including the SPAM/Junk folder) from the PSALM BAC Secretariat that contains the link of the shared folder that the Bidder may use in submitting the required Bidding Documents and other requirements.
4. After receiving the email, the Bidder will need to click the link sent by the PSALM BAC Secretariat or copy and paste it to the address bar of any browser.
5. The verification page will appear. The Bidder will need to click the "Send Code" button.

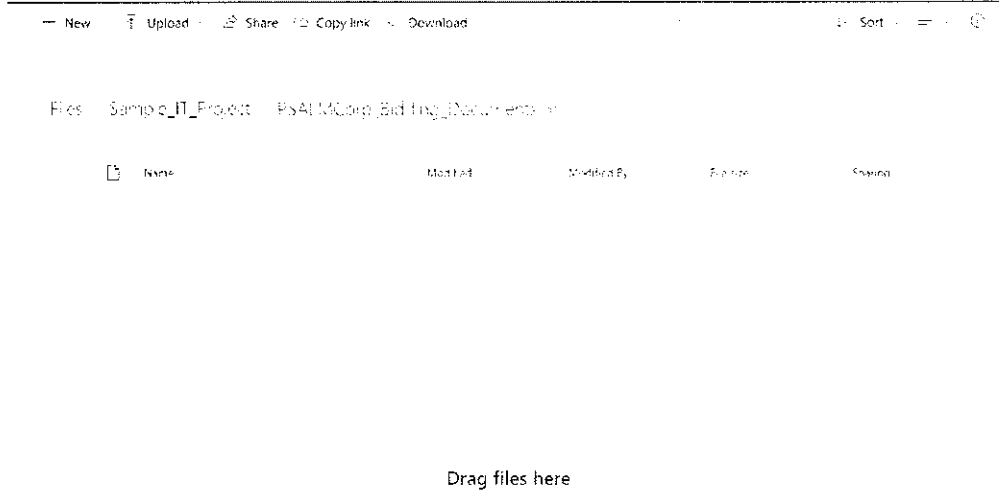
X ----- X

Procedures / Steps on How to Submit a Bidding Documents and Other Required Documents	
<ul style="list-style-type: none">• Verification Page	<p>Request Verification Code</p> <p>You've received a secure link to:</p> <p>..... ABC Company</p> <p>To verify your identity, we'll send a code to you at eytinaan@yahoo.com</p> <p>Send Code</p> <p><small>By clicking Send Code you allow Power Sector Assets and Liabilities Management Corporation to use your email address in accordance with their privacy statement. Power Sector Assets and Liabilities Management Corporation has not provided links to their terms for you to review.</small></p>
<p>6. After clicking the "Send Code" button, the verification code will be sent to the Bidder's registered email address.</p> <ul style="list-style-type: none">• Verification Code email message	<p>83642335 is your Microsoft OneDrive verification code.</p> <p></p> <p>Hi,</p> <p>For security purposes, you must enter the code below to verify your account to access PSALMCorp_Bidding_Documents. The code will only work for 15 minutes and if you request a new code, this code will stop working.</p> <p>Account verification code: 83642335</p> <p><small>Having problems with the code? View the error and make sure that the email identifier is "ZYWS02C". If it's not, look for an updated email or try requesting a new code.</small></p>
<p>7. Input the verification code to the Verification Page and click verify.</p> <ul style="list-style-type: none">• Verification Page• The Bidder should enter the code immediately since it has an expiration time. An error will occur once the code has expired. <p>"The existing code expired, we've sent an email with a new code to juan.delacruz.psalmcorp@outlook.com. Please use the latest email that has the email identifier ZYWS02C."</p>	<p>Enter Verification Code</p> <p>You've received a secure link to:</p> <p>..... PSALMCorp_Bidding_Documents</p> <p>To open this link, enter the code we just emailed to juan.delacruz.psalmcorp@outlook.com. <u>Send again</u></p> <p><input type="text" value="Enter code"/></p> <p>Verify</p>

X ----- X

Procedures / Steps on How to Submit a Bidding Documents and Other Required Documents

8. After verifying the code, the Bidder will be redirected to the shared folder page.



9. The Bidder can now start uploading the Bidding Documents and other requirements until the deadline of submission.

- Bidder is advised to upload the bidding documents before or at least 30 minutes ahead of the deadline. This approach will prevent the Bidder from rushing the Bidding Documents uploads and will have time in reporting if any problem is encountered.

10. An On-line Bidder may modify its bid at any time before the closing date and time for the submission and receipt of bids. The Bidder can delete and upload another Bid equally secured and properly identified. The time indicated in the latest uploaded Bid shall be the official time of submission. Bids submitted after the deadline shall not be accepted.

11. The Bidder must use a two-factor security procedure consisting of an archive format compression and password protection to ensure the security, integrity and confidentiality of the bids submitted. The bids shall be composed of the following:

- a. A password protected zipped file containing the two PDF files.
- b. The two PDF files must be named with the following format:
 - i. First Envelope
 - ii. Second Envelope
- c. The first PDF file should be password protected and corresponds to each section of the documentary and legal requirements, i.e. SEC Registration, DTI or Business Permit, Tax Certificates, Section VII - Technical Specification, Brochures, Omnibus Sworn Statement, Forms and Annexes, etc.
- d. The second PDF file must be also password protected and should contain the financial bid.

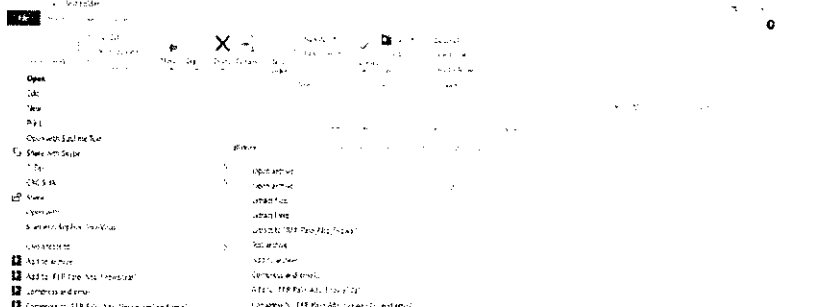
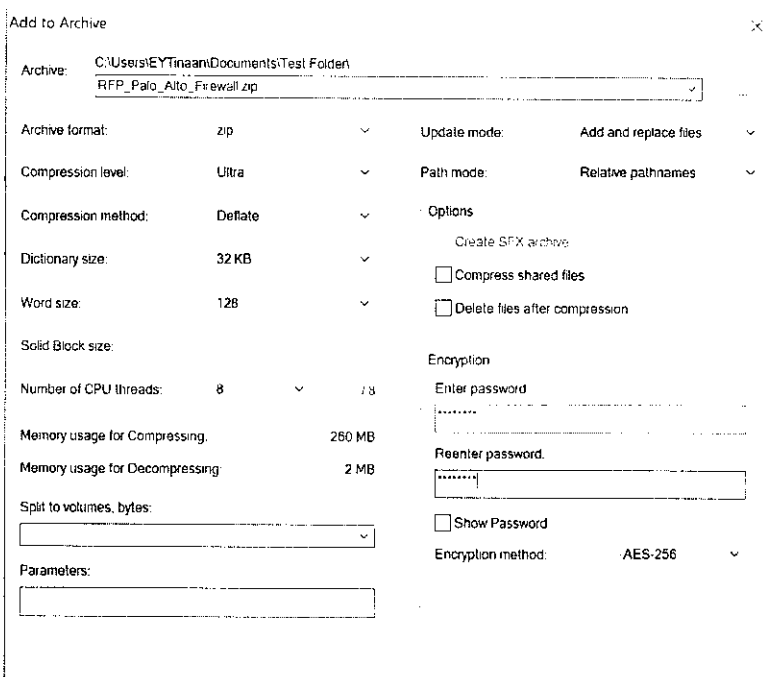
- Note: The two PDF files should have different passwords. This is to avoid opening the two files at the same time, and when the

X ----- X

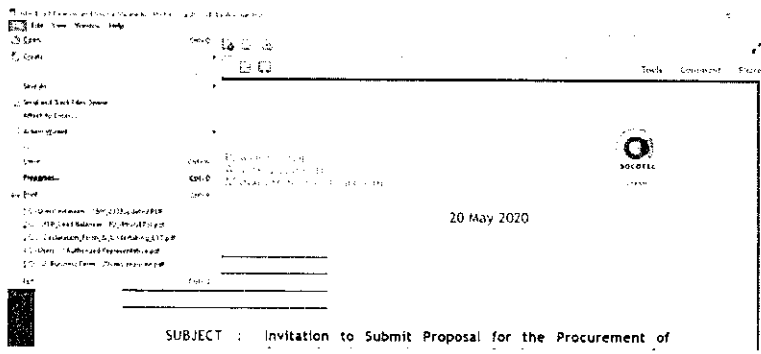
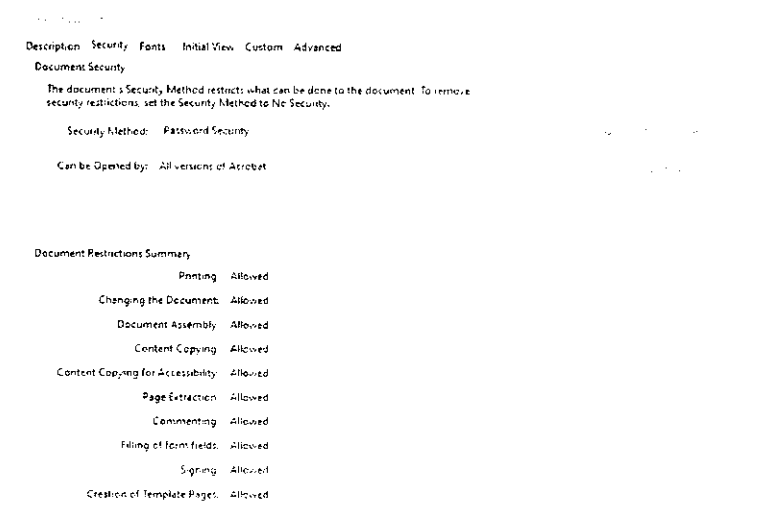
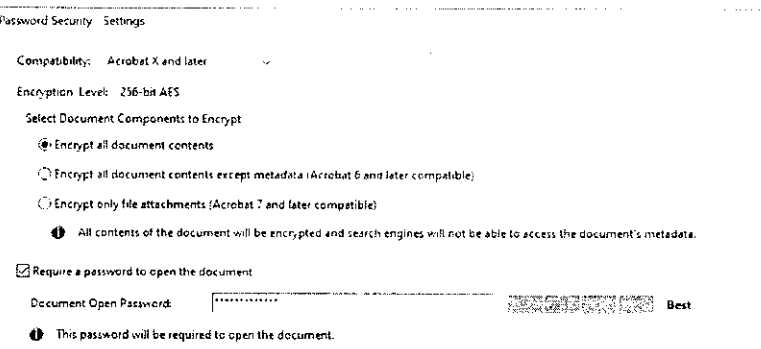
Procedures / Steps on How to Submit a Bidding Documents and Other Required Documents															
documentary bid fails during its opening, the financial bid would remain intact and unopened.															
<p>12. The Bidder must also upload a text file or notepad file with the following details:</p> <p>File Name: <i>Bidder's Company Name_ProjectName.txt</i> Contents of the File: Procurement Project Title: Project Reference No.: Company Name: Address: Name of the bidder's authorized representative: Contact Nos.: Email address:</p>															
<p>13. After uploading all the requirements, the Bidder must send an email to the BAC Secretariat at BACSec2021@psalm.gov.ph and bid.submission@psalm.gov.ph to confirm the uploaded documents and requirements. The Bidder must attach the picture or screenshot of the uploaded documents and requirements.</p> <p>Files > Sample_IT_Project > PSALMCorp_Bidding_Documents</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Modified</th> <th>Modified By</th> <th>File size</th> <th>Sharing</th> </tr> </thead> <tbody> <tr> <td>RFP_Palo_Alto_Firewall.zip</td> <td>A few seconds ago</td> <td>Juan de la Cruz, psalmcorp</td> <td>11.1 KB</td> <td>Shared</td> </tr> <tr> <td>Company Name_Project Name.txt</td> <td>32 minutes ago</td> <td>Juan de la Cruz, psalmcorp</td> <td>15 bytes</td> <td>Shared</td> </tr> </tbody> </table>	Name	Modified	Modified By	File size	Sharing	RFP_Palo_Alto_Firewall.zip	A few seconds ago	Juan de la Cruz, psalmcorp	11.1 KB	Shared	Company Name_Project Name.txt	32 minutes ago	Juan de la Cruz, psalmcorp	15 bytes	Shared
Name	Modified	Modified By	File size	Sharing											
RFP_Palo_Alto_Firewall.zip	A few seconds ago	Juan de la Cruz, psalmcorp	11.1 KB	Shared											
Company Name_Project Name.txt	32 minutes ago	Juan de la Cruz, psalmcorp	15 bytes	Shared											
14. The BAC Secretariat shall send an email to the bidder acknowledging and confirming the bidder's submission.															
15. The BAC shall bar all incoming bids 30 minutes after the closing date and time. Upon reaching the deadline of the certain project, the BAC Secretariat will inform the PSALM ISTD to remove the sharing of the folder.															
16. After removal of the sharing of the particular folder, the Bidder will not be able to submit any revised documents and requirements.															
17. An On-line Bidder may withdraw its bid before the deadline for the submission and receipt of bids.															

Procedures / Steps on How to ZIP a File with Password

X-----X

1. User can download a free file archiver software though this link https://www.7-zip.org/	
2. Install the downloaded software	
3. Right click the document that needs to be archived 4. Select 7-zip > Add to archive...	
5. Select the destination of the file	
6. Make sure to choose the following: a. Archive format - ZIP b. Encryption method - AES-256 c. Compression level - ULTRA d. Leave other options to their default value	
7. Input the password to the two password fields	
8. Make sure that the Show Password is unchecked	
9. Click OK to continue	

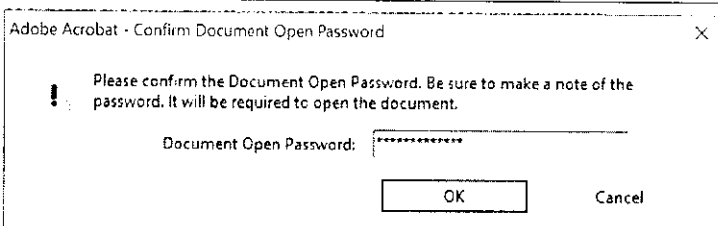
X X

Procedures / Steps on How to Protect a PDF File	
1. Before protecting or putting a password into a PDF file, the user must have an Adobe Acrobat paid version installed or any software that can protect a PDF file.	
2. Open the PDF file that needs to be protected. Make sure to open the file to a software that can protect a PDF document. In this example, we used the Adobe Acrobat Pro (Paid Version).	
3. Click File > Properties.	
4. Select the Security Tab. 5. In Security Method field, select Password Security.	
6. In Password Security settings, select the Acrobat X and Later for the Compatibility field. 7. Tick the checkbox of Require a password to open the document and input the desired password in the password field. 8. Leave all other options to their default values.	

X X

9. Confirm the password and click OK.

10. Save the changes made to the file.

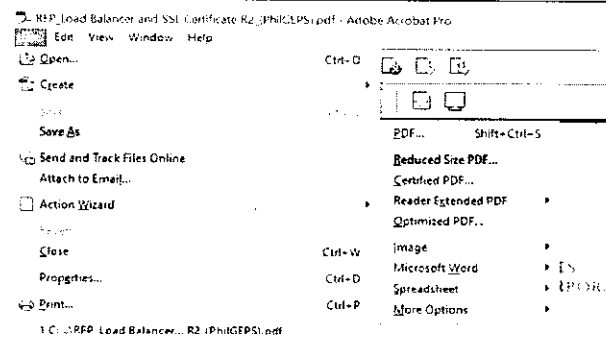


Procedures / Steps on How to Reduce the Size of the PDF File

1. Before reducing the capacity/size of the PDF file, the user must have an Adobe Acrobat paid version installed or any software that can reduce the size of the PDF file.

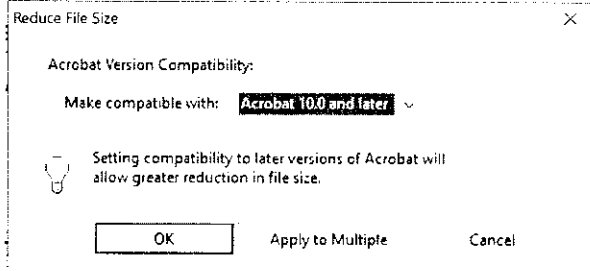
2. Open the PDF file that needs to reduce the capacity/size. Make sure to open the file to a software that can reduce a PDF document. In this example, we used the Adobe Acrobat Pro (Paid Version).

3. Click the File > Save As > Reduced Size PDF.



4. In Make compatible with option, select Acrobat 10.0 and later.

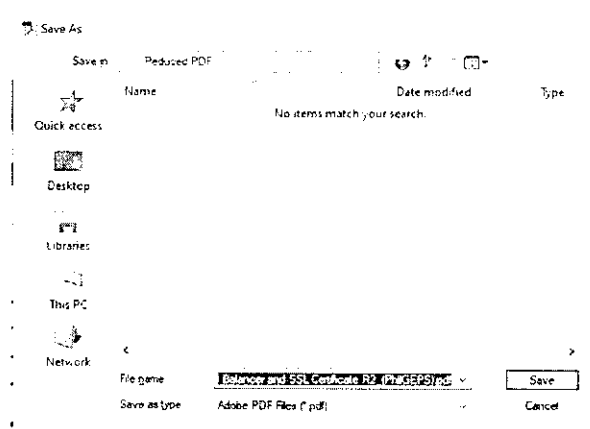
5. Click OK to continue.



6. The Save As window will occur. Select the folder/directory where you want to save the reduced file and enter the name of the file.

7. Compare the original file and the modified file by checking the property size.

8. If successful, the modified file capacity size should be smaller than the original.



Opening of Bids

1. The BAC shall open the bids immediately after the deadline for submission and receipt of bids, and on the bid opening date.
2. During the bid opening, the BAC will make use of appropriate teleconferencing software wherein all bidders are invited to participate including the observers.
3. Before the decryption of electronic bids, the Bidder shall confirm that what the BAC received and what the BAC is about to open is the same file that the Bidder uploaded.
4. The passwords for accessing the files will be disclosed by the Bidder only during the actual bid opening through videoconferencing, webcasting or similar technology. If the password fails to open the file, the Bidder should be given only three tries until the BAC could declare it to be disqualified.
5. The BAC shall open the first PDF file of the Bidder who submitted bids electronically to determine each Bidder's compliance with the documents required to be submitted for eligibility, that is, legal, technical and financial eligibility documents; and for the technical requirements. For this purpose, the BAC shall check the submitted documents of each Bidder against a checklist of required documents to ascertain if they are all present, using a non-discretionary "pass/fail" criterion. If a Bidder submits the required document, it shall be rated "passed" for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed". Otherwise, the BAC shall rate the Bidder "passed" in relation to the eligibility and technical documents in the first PDF file.
6. Immediately after determining compliance with the requirements in the first PDF file, the BAC shall open the electronically submitted second PDF file of each eligible Bidder whose first PDF file was rated "passed." The second PDF file of each complying Bidder shall be opened within the same day.
7. The BAC shall thereafter proceed to decrypt the electronic Second PDF file of each On-line Bidders whose electronic first PDF file was rated "passed" to determine each Bidder's compliance with the required financial documents.
8. In case one or more of the requirements in the second PDF file of a particular bid is missing, incomplete or patently insufficient, and/or if the submitted total bid price exceeds the ABC, the BAC shall rate the bid concerned as "failed".
9. Only bids that are determined to contain all the bid requirements for both components shall be rated "passed" and shall immediately be considered for evaluation and comparison.

x x

The BAC shall then:

- a. Record all the financial bids but should not be visible to all participants.
- b. After all the financial bids were recorded, the BAC finally shows the financial bids of all bidders and declare who among the bidder is the lowest bidder.